



**Diploma Program Length: 45 Weeks**  
**NOC Code: 1432**

<b>Microsoft Office Applications</b>	<b>8 Weeks</b>
Microsoft Word	
Microsoft Excel	
Microsoft Outlook	
Microsoft PowerPoint	
Business Communications	
<b>Accounting and Applications</b>	<b>8 Weeks</b>
Introduction to Accounting (Using Sage 50 - formerly Simply Accounting)	
Intermediate Accounting (Using QuickBooks)	
<b>Advanced Accounting and Applications</b>	<b>8 Weeks</b>
Advanced Accounting	
ACCPAC	
Introduction to Finance	
<b>Payroll - Online*</b>	<b>12 Weeks</b>
Payroll Compliance Legislation	
Payroll Fundamentals I & II	
<b>*Online classes require 4 hours (on campus) of computer-based training per day</b>	
<b>Keyboarding</b> - Continuous Learning Throughout Program	
<b>Career Management</b>	<b>1 Week</b>
<b>Internship</b>	<b>8 Weeks</b>

**Program HIGHLIGHTS Include:**

- Associate Membership in the Canadian Payroll Association (CPA)
- Microsoft Office Professional Suite
- Registered and Approved Diploma
- Career Services
- Job Search Assistance
- Alumni Program Benefits

NOTE: In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending upon start date.  
 ADMISSION REQUIREMENTS: High School Graduation Diploma or Mature Student Status (18 years of age and academic achievement test passed). In addition, an entrance examination must be successfully passed.  
 You can find our key performance indicators (graduation rate, employment rate, etc.) at [www.triOS.com/kpi](http://www.triOS.com/kpi). These are older statistics from 2013.  
 triOS College is registered and approved as a Private Career College under the Private Career Colleges Act, 2005.  
 ACCREDITATION POLICY: Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs