

Diploma Program Length: 13 Weeks
NOC Code: 1411

Microsoft Office Applications

8 Weeks

Microsoft Word

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

Business Communications

Career Management

Advanced Applications

5 Weeks

Advanced Microsoft Word

Advanced Microsoft Excel

Keyboarding - Continuous Learning Throughout Program

Program HIGHLIGHTS Include:

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 high school equivalency 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. These are older statistics from 2013.

triOS College is registered and approved as a Private Career College under the Private Career Colleges Act.

ACCREDITATION POLICY: Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.