

Diploma Program Length: 60 Weeks
NOC Code: 1431

Microsoft Office Applications **8 Weeks**

Microsoft Word
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
Business Communications

Accounting and Applications **8 Weeks**

Introduction to Accounting (Using Sage 50 - formerly Simply Accounting)
Intermediate Accounting (Using QuickBooks)

Advanced Applications **8 Weeks**

Advanced Microsoft Word
Advanced Microsoft Excel
Introduction to Databases (Using Microsoft Access)
Integrated Projects (Using Microsoft Office)

Advanced Accounting and Applications **8 Weeks**

Advanced Accounting
ACCPAC
Introduction to Finance

Human Resources and Business **8 Weeks**

Human Resources and Payroll
Introduction to Management
Business Law & Ethics

Marketing and Canadian Business **8 Weeks**

Introduction to Business
Marketing
Customer Service & Sales

Career Management **1 Week**

Lab Weeks **3 Weeks**

Internship **8 Weeks**

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 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. These are older statistics from 2013. triOS College is registered and approved as a Private Career College under the Private Career Colleges Act, 2005.