

## Diploma Program Length: 26 Weeks

**NOC Code: 1431**

<b>Microsoft Office Applications</b>	<b>8 Weeks</b>
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Microsoft Word

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

Business Communications

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<b>Accounting and Applications</b>	<b>8 Weeks</b>
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Introduction to Accounting (Using Sage 50 - formerly Simply Accounting)

Intermediate Accounting (Using QuickBooks)

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<b>Advanced Accounting and Applications</b>	<b>8 Weeks</b>
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Advanced Accounting

ACCPAC

Introduction to Finance

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<b>Career Management</b>	<b>1 Week</b>
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<b>Lab Weeks</b>	<b>1 Week</b>
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**Keyboarding** - Continuous Learning Throughout Program

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**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](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.

## Diploma Program Length: 26 Weeks

**NOC Code: 1221**

<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 Applications</b>	<b>8 Weeks</b>
Advanced Microsoft Word	
Advanced Microsoft Excel	
Introduction to Databases (Using Microsoft Access)	
Integrated Projects (Using Microsoft Office)	
<b>Career Management</b>	<b>1 Week</b>
<b>Lab Weeks</b>	<b>1 Week</b>
<b>Keyboarding</b> - Continuous Learning Throughout Program	

### Program HIGHLIGHTS Include:

#### Registered and Approved Diploma

- Career Services
- Job Search Assistance
- Alumni Program Benefits

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