

Diploma Program Length: 52 Weeks

NOC Code: 1431

Microsoft Office Applications	8 Weeks
Microsoft Word	
Microsoft Excel	
Microsoft Outlook	
Microsoft PowerPoint	
Business Communication	

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	
Customer Service & Sales	
Marketing	

Career Management	1 Week
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Lab Weeks	3 Weeks
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Keyboarding – continuous learning throughout program

Program highlights include:

- Registered and approved diploma
- Career services
- Job search assistance
- Alumni program benefits

Additional notes and admission requirements can be found on page 2.

Admission requirements: Canadian High School Graduation Diploma or Mature Student Status (Mature students from Ontario must be at least 18 years of age by the program start date and successfully pass an academic achievement test. Mature students from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test). Please contact us for more detail regarding admissions requirements for international students.

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

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.

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.