

Office Administrator

The Office Administrator diploma program at triOS is 26 weeks. This program at triOS College will train you in the key areas of accounting, business communication, and Microsoft Office applications that are widely used in all types of organizations.

Students of this program will learn from a robust and up-to-date curriculum that will qualify them to work in a variety of support roles for a wide range of business organizations. During your time at triOS, you will benefit from training on the latest software applications and tools required by most employers, one-on-one Career Services assistance, and much more!

Program Benefits

- ✓ AME Learning (Accounting)
- ✓ Job Placement Assistance
- ✓ Microsoft Office Professional Suite

Here's a look at some of the courses included in this program:

A

Microsoft Applications

Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Business Communication

B

Accounting & Applications

Introduction to Accounting (using Sage 50), Intermediate Accounting (using QuickBooks)

C

Advanced Accounting & Applications

Advanced Accounting, Personal Income Tax, Introduction to Finance

D

Advanced Applications

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



Choose Your Specialty

Office Administrator (Accounting Specialist): A B C
Office Administrator (Applications Specialist): A B D

Employment and Wage Outlook for Careers in this field:



Employment Rate based on 2022 contactable triOS graduates employed in a related field within 12 months.

Source: workingincanada.gc.ca

NOC Code: 1431/14200, 1221/13100 - **Wage data based on NOC Code 1431/14200 and rounded down to the nearest dollar. Average wage doesn't reflect the starting salary but represents the middle value between lowest to highest wages. Local (or regional) income may vary. Last updated in Jan 2024.

Career Opportunities

Accounts Receivables Clerk

Office Administrator

Office Services Coordinator

Accounting Assistant

Claims Officer

Employers Who Have Hired triOS Grads



Other Employers Include:

- Johnson Service Group
- The Prescription Shoppe
- Juris Litigators LLP

“There are no words to describe the time I have spent at triOS. The staff and students are so welcoming (walked in with a smile on my face, and left with an even bigger smile). I will never forget my time at triOS!”

-Chantell

triOS College Office Administrator Graduate

Office Administrator (Accounting Specialist)

NOC Code: 1431/14200

Diploma Program Length:

26 Weeks

Microsoft Word **8 Weeks**
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
Business Communication

Advanced Accounting **8 Weeks**
Personal Income Tax
Introduction to Finance

Career Management **1 Week**

Introduction to Accounting (Using Sage 50 – formerly Simply Accounting) **8 Weeks**
Intermediate Accounting (Using QuickBooks)

Lab Weeks **1 Week**

Keyboarding – continuous learning throughout program

Program Highlights Include:

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

Admission Requirements:

1. Student has an Ontario Secondary School Diploma or equivalent, OR
Is 18 years of age or older on or before the program begins AND can pass a qualifying test that has been approved by the Superintendent. *
2. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 14.

*Applicants 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 the program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending on the start date.

You can find our Key Performance Indicators (graduation rate, employment rate, etc.) at www.triOS.com/kpi.

Course Descriptions:

Microsoft Word

This Microsoft Word course is created for students to build and validate the skills businesses need to succeed in today's information economy. It also provides students with the skills and knowledge they need to use Microsoft Word effectively in all aspects of their personal and professional lives. Word is the world's most popular word processing software. Learning how to create, edit, format and print documents, enhance work with formatting, use bullets and numbering, add simple borders, tables, headers/footers, organizing data columns, and styles, are the foundational skills needed in preform in many positions. This course is computer intensive and demands basic computer proficiency and a basic understanding of word processing software. The course combines lecture/demonstration by an instructor with readings, trainings, projects, and a final exam for students to work on in a simulation-based environment. Students are expected to ensure they meet proficiency requirements for working in this environment.

Microsoft Excel

This Microsoft Office Excel course is created for students to build and validate the skills needed to succeed in today's economy. It also provides students with the skills and knowledge they need to use Microsoft Office Excel effectively in all aspects of their personal and professional lives. Excel is the world's most popular spreadsheet software. Whether you are managing a household or running a small business, Excel will help you develop useful techniques to help business processes. This course is computer intensive and demands basic computer proficiency and a basic understanding of spreadsheet software. Students are expected to make arrangements to meet proficiency needs as necessary.

Microsoft Outlook

This Microsoft Outlook course is created for students to build and validate the skills businesses need to succeed in today's information economy. It also provides students with the skills and knowledge they need to use to effectively manage e-mails, contacts, calendars, and tasks. Outlook has become the corporate standard electronic personal organizer. These are the foundational skills needed to communicate using Outlook in a variety of positions within and organization. This course is computer intensive and demands basic computer proficiency and a basic understanding of email software. Students are expected to make arrangements to meet proficiency needs.

Microsoft PowerPoint

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations by using Microsoft PowerPoint. Students will explore the PowerPoint environment and create a presentation, will format text on slides to enhance clarity, enhance the visual appeal, add graphical objects to a presentation and modify them, and finalize a presentation to deliver it.

Business Communication

This course is designed to give students a basic understanding of communication skills in the business environments. Focus will be placed on both written and spoken communications. Students will review the basic writing process with emphasis on the mechanics of writing. They will also learn the importance of effective spoken communication, deliver an oral presentation, and participate in a mock meeting.

Introduction to Accounting (Using Sage 50 – formerly Simply Accounting)

In this course students will be introduced to accounting concepts and procedures. Students will learn about debits and credits and how to analyze and record business transactions. In addition, students will look at banking procedures, cash control as well as payroll concepts and procedures, including employee taxes. They will also gain an understanding of the employer's tax responsibilities. In this course, students learn how to set up and interact with the different ledgers in Sage 50 to support small business activities. In addition, students will perform General Ledger, Accounts Payable, Accounts Receivable and Payroll transactions.

Intermediate Accounting (Using QuickBooks)

This course completes the accounting cycle and furthers the student's knowledge of accounting procedures in payroll, pay cash and bank reconciliations. Central to this course is the merchandising firm and its accounting cycle, central to this is appropriate valuation of inventory and cost of goods sold calculations. This material will be presented manually are working on paper and using computerized accounting system of QuickBooks.

Advanced Accounting

In this course, students will build on principles learned in the intermediate accounting courses. Students will be introduced to more advanced concepts regarding assets and liabilities including accounting for bad debt, depreciation and long-term assets, cash flow analysis, and temporary and long-term investments. In addition, students will learn how to record the effects of partnership and corporate activity and analyze financial statements for decision-making.

Personal Income Tax

The course examines contemporary income tax policies, rules, and legislation concerning individual taxation. You will apply your foundational understanding of income taxation principles and practices, gaining hands-on experience in preparing tax returns. Practical application of the law to real-world issues is emphasized through exercises, problems, cases, and tax preparation software.

Introduction to Finance

Financial management has evolved into a focus on managing financial assets more efficiently. Students will learn about the objectives of financial management as well as planning and budgeting. Sources and forms of financing will also be discussed.

Career Management

Our Career Management program introduces students to the strategies and components of an effective job search, including self-marketing and awareness, skills inventory, job search tools and the job market. The Career Management course is delivered by our on-campus Career Services Team who are there throughout the job search to assist and mentor students towards achieving their goal of employment in their field of study. Our Team of Career Services Professionals maintain relationships in their communities with key employers and organizations that recognize the value triOS graduates have to offer. The skills learned throughout Career Management at triOS will continue to serve students in their job search as they navigate their new careers.

Office Administrator (Applications Specialist)

NOC Code: 1221/13100

Diploma Program Length:

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Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
Business Communication

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Intermediate Accounting (Using QuickBooks)

Advanced Microsoft Word **8 Weeks**
Advanced Microsoft Excel
Introduction to Databases (Using Microsoft Access)
Integrated Projects (Using Microsoft Office)

Career Management **1 Week**

Lab Weeks **1 Week**

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Advanced Microsoft Word

Microsoft Word - Advanced provides various tools to allow the student to create and manage long documents with ease. This advanced course focuses on using styles, outlines and inserting references, like table of contents and indexes, and covers using the mail merge function, templates, protecting and sharing documents, and personalizing the interface. This course is computer intensive, demanding basic computer proficiency and a basic understanding of word processing software. Students are expected to make arrangements to meet proficiency needs as necessary.

Advanced Microsoft Excel

This course is aimed at students who have completed the Intermediate Excel course who need to learn more complex functions, data manipulation, templates, advanced formulas and functions, securing and sharing tools, pivot tables, and analysis tools.

Introduction to Databases (Using Microsoft Access)

This course covers the basic functions and features of Access. Students will learn how to design and create databases, work with tables, fields, and records; sort and filter data; and create queries, forms, and reports.

Integrated Projects (Using Microsoft Office)

This project-based two-week module is designed to help students validate and integrate the Microsoft Office skills developed in previous courses. Throughout the course, students will build a portfolio of documents based on an authentic workplace scenario. Students will be required to work with a database in Access, analyze data in Excel, create relevant documents in Word, and build a presentation in PowerPoint. By the end of course, students will be prepared to handle varied business projects using the Microsoft Office suite.

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