

Business Office Skills



Diploma • 27 Weeks

Program Objective

The objective of this program is to provide students with opportunities to acquire and apply office skills and knowledge of business office concepts to meet the demands of today's workplace.

Program Notes

Tuition fees include student manuals and all other course materials. Financial assistance may be available for those who qualify.

Graduation requirements: Students must achieve a 75% average to obtain a diploma.

Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.

Career Opportunities

Career opportunities are almost unlimited. Efficient and responsible Business Office Skills personnel are an integral and invaluable part of today's office environment.

Duties and Responsibilities

- Maintaining computerized filing, inventory, and database systems
- Performing routine bookkeeping tasks
- Processing miscellaneous documentation
- Typing and proof-reading correspondence, reports, etc.

Personal Attributes Required

- Self-motivated
- Dependable
- Cooperative
- Reliable
- Organized

Admission Requirements

Grade 12 or equivalent or Mature Student Status. Courses are open to any applicant who possesses a good command of the English language and is able to follow instruction.

An admissions interview will be administered to determine if the applicant has the required interest, motivation, and entry-level skills to take this program. Students are required to attend and participate in their program according to their approved training schedule and maintain satisfactory academic progress and attendance in accordance with Academy of Learning Career College policies.

Career-Focused Training

This program is designed to help students develop practical, workplace-relevant skills that support entry into entry-level positions within the field.

Funding Options

Eligible students may qualify for various funding, sponsorship, grant, or financing options. Funding availability is subject to eligibility requirements.

Competencies upon Completion

Core Courses

- **Keyboarding**

Minimum 25 words per minute (WPM)

- **Operating System**

Basic level of proficiency in a Windows operating system

- **Word Processing**

Advanced level of proficiency in Microsoft Word

- **Database Management**

Basic level of proficiency in Microsoft Access

- **Spreadsheets**

Intermediate level of proficiency in Microsoft Excel

- **Graphics/Presentation**

Basic level of proficiency in Microsoft PowerPoint

- **Office Skills**

Office Procedures Level 1 and Level 2, basic level of proficiency in Microsoft Outlook, Internet Fundamentals, Personal Computer Fundamentals for End Users, and Basic Bookkeeping Level 1

- **Business Skills**

Customer Service, Business Math, Business Correspondence Level 1 and Level 2, and Business Writing Essentials


- **Job Readiness/Employability Skills**

Job Search & Résumé Writing

Ready to take the next step?

Speak with an Admissions Advisor today to discuss career goals, program suitability, funding options, admission requirements, and upcoming start dates.

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