

# Microcomputer Business Applications

Diploma • 26 Weeks

## Program Objective

The Microcomputer Business Applications diploma program offers students the opportunity to acquire skills in the most popular computer software applications that are used in today's business environments. Graduates have the skills and knowledge necessary to function effectively in an office environment and support coworkers' software application needs.

## 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

Graduates of this program have a wide and varied choice of positions available to them within business or office environments. Prospective employers include businesses of various sizes and types.

## Duties and Responsibilities

- Understand the design and application of PC software and operating systems
- Provide comprehensive technical skills related to the maintenance and repair of PC hardware
- Provide support to business colleagues in all aspects of computer software applications

- Assist in office technical support
- Update and extract data for office support
- Research new software

## 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 instructions.

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**  
Advanced level of proficiency in Microsoft Access
- **Business Skills**  
Customer Service and Business Essentials
- **Office Skills**  
Office Procedures Level 1, basic level of proficiency in Microsoft Outlook, Internet Fundamentals, and Personal Computer Fundamentals for End Users
- **Spreadsheets**  
Advanced level of proficiency in Microsoft Excel
- **Graphics/Presentation**  
Advanced level of proficiency in PowerPoint
- **Office Skills**  
Basic Bookkeeping Level 1, Internet Fundamentals, Personal Computer Fundamentals for End Users, and basic level of proficiency in Microsoft Outlook
- **Job Readiness/Employability Skills**  
Job Search and Resume 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.

### Academy of Learning Career College Kingston

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