

Diploma Program Length: 26 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 Accounting and Applications	8 Weeks
Advanced Accounting	
ACCPAC	
Introduction to Finance	
Career Management	1 Week
Lab Weeks	1 Week
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.

Office Administrator (Accounting Specialist)



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.