

Business Office Administration

Certificate

Program Objective

The Business Office Administration Certificate provides students with opportunities to acquire and apply basic business office skills to meet the demands of employers. The program provides students with comprehensive knowledge of the office and business skills of today's workplace, including proficiency in Microsoft applications and accounting concepts.

Method of Delivery

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

Career Opportunities

Graduates of this program are prepared for a variety of entry-level administrative and management trainee positions in a broad range of employment settings. Placements in the business environment as administrators, officers, project coordinators, records analysts, and assistants are possible upon successful completion of this program. Upward mobility in this role is feasible with experience, motivation, dedication, and a positive attitude.

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.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

Required Skills and Personal Attributes

- Ability to provide direction and remain objective
- Ability to meet deadlines
- Effective time management skills
- Creative problem-solving skills
- Good listening skills
- Reliable, well-organized, adaptable, detailed, and tactful
- Self-directed
- Team-oriented
- Positive attitude

Duties and Responsibilities

- Administering, directing, and coordinating day-to-day business operations
- Implementing effective working processes, schedules, and procedures
- Composing and providing information over the telephone, via e-mail, and via postal mail
- Preparing reports and assisting with the overall functions of one or more departments
- Effectively utilize software (e.g., Word, Excel, Outlook, PowerPoint)
- Conducting research on the Internet
- Organizing and filing office/business records

Program Notes

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

Graduate requirements: Students must maintain a 75% program average to obtain a certificate.

Competencies upon Completion

Core Courses

- **Keyboarding**
Minimum 25 words per minute (WPM)
- **Operating Systems**
Basic level of proficiency in a Windows operating system
- **Word Processing**
Intermediate level of proficiency in Microsoft Word
- **Spreadsheet**
Basic levels of proficiency in Microsoft Excel
- **Graphics/Presentation**
Microsoft PowerPoint Level 1
- **Office Skills**
Microsoft Outlook Level 1, Office Procedures Level 1, and Basic Bookkeeping Level 1
- **Business Skills**
Grammar Essentials for Business Writing, Business Correspondence Level 1, Customer Service, and Business Verbal Communication
- **Accounting**
QuickBooks Premier
- **Job Readiness/Employability Skills**
Employment Success Strategies



Academy of Learning

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