

Business Administration – Human Resources & Applications Specialist

Willis College
www.williscollege.com



Microsoft
 IT Academy Program



Program Length: 34 Weeks

Microsoft Office Applications I

200 hours – 8 weeks – 8 credits

| | Credits |
|--------------------------------|---------|
| Microsoft Windows XP & Outlook | 1 |
| Microsoft Word | 2 |
| Microsoft Excel | 2 |
| Microsoft PowerPoint | 1 |
| Business Communications | 2 |

Administration / Accounting

200 hours – 8 weeks – 7 credits

| | Credits |
|---|---------|
| Business Office Procedures | 1 |
| Strategic Planning / Organization Structure | 1 |
| Accounting I – Fundamentals | 3 |
| QuickBooks | 2 |

Microsoft Office Applications II

200 hours – 8 weeks – 8 credits

| | Credits |
|-------------------------------|---------|
| Advanced Microsoft Outlook | 1 |
| Advanced Microsoft PowerPoint | 1 |
| Advanced Microsoft Word | 2 |
| Advanced Microsoft Excel | 2 |
| Microsoft Access | 2 |

Human Resources & Business Law

200 hours – 8 weeks – 8 credits

| | Credits |
|-------------------------------|---------|
| Human Resources Management I | 2 |
| Human Resources Management II | 2 |
| Business Law I | 2 |
| Business Law II | 2 |

Career Management

12 hours – 1 credit

Credits
1

Lab Weeks – 50 hours – 2 weeks

Keyboarding Continuous Learning Throughout the program

After three years of graduating from Willis College's Office Administration program, Erin Lamarche-Blaskie has been fortunate enough to grow, live and experience the entrepreneurial dream.

"I chose Willis College to further my education and career and I have not regretted it. It seemed like a natural choice because my grandmother, mother, aunt and sister all graduated from Willis College."

I highly recommend Willis College to anyone who is serious about their career success!"



Erin Blaskie

President & Founder
 Business Services,
 ETC.

www.bsetc.ca

PROGRAM HIGHLIGHTS INCLUDE:

GOVERNMENT SECURITY CLEARANCE – Reliability Status

Co-op Work Placements through Public Service Commission

Registered and Approved Diploma Program

Career Development and Job Placement with Personalized Web Job Search Engine Tool for Graduates

[Microsoft IT Academy Institute](#)

[Microsoft IT Academy Benefits](#)



WILLIS COLLEGE
 Over 100 Years of Excellence

NOTE: In order to continuously improve our programs, Willis College reserves the right to modify programs at any time. Willis College is registered and approved as a Private Career College under the Private Career Colleges Act. (Ontario & Quebec Ministry of Training, Colleges and Universities)

ADMISSION REQUIREMENTS: (Canadian students) High School Graduation diploma or equivalent OR Mature Student Status (18 years and one year out of high school).

ACCREDITATION POLICY: Like all post-secondary institutions in Ontario, Willis College reserves the right to accept or deny advanced standing into its programs.