

# Advanced Business Administration - Diploma

Willis College  
[www.williscollege.com](http://www.williscollege.com)



**Microsoft**  
 IT Academy Program



**Program Length: 52 Weeks – 47 Credits**

<b>Microsoft Office Applications</b> <i>200 hours – 8 weeks – 8 credits</i>  Microsoft Windows XP & Outlook Microsoft Word Microsoft Excel Microsoft PowerPoint Business Communications	<b>Credits</b>  1 2 2 1 2	<b>Administration / Accounting</b> <i>200 hours – 8 weeks – 7 credits</i>  Business Office Procedures Strategic Planning / Organization Structure Accounting I – Fundamentals QuickBooks	<b>Credits</b>  1 1 3 2
<b>Microsoft Office Applications II</b> <i>200 hours – 8 weeks – 8 credits</i>  Advanced Microsoft Outlook Advanced Microsoft PowerPoint Advanced Microsoft Word Advanced Microsoft Excel Microsoft Access	<b>Credits</b>  1 1 2 2 2	<b>Advanced Accounting</b> <i>200 hours – 8 weeks – 7 credits</i>  Accounting II – Financial / Payroll Simply Accounting with Payroll ACCPAC - Introduction	<b>Credits</b>  4 2 1
<b>Business Management &amp; Marketing</b> <i>200 hours – 8 weeks – 8 credits</i>  Business Management I Business Management II Marketing I Marketing II	<b>Credits</b>  2 2 2 2	<b>Human Resources &amp; Business Law</b> <i>200 hours – 8 weeks – 8 credits</i>  Human Resources Management I Human Resources Management II Business Law I Business Law II	<b>Credits</b>  2 2 2 2

## **Career Management**

*12 hours – 1 credit*

*Credits*

1

**Lab Weeks** – 50 hours – 2 weeks

**Keyboarding** *Continuous Learning Throughout the program*

## **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](#)



**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.