

Office Administration – Applications Specialist

Willis College
www.williscollege.com



Microsoft
 IT Academy Program



Program Length: 26 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

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](#)



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.