

# Office Administration – Marketing Specialist

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

### Business Management & Marketing

200 hours – 8 weeks – 8 credits

	Credits
Business Management I	2
Business Management II	2
Marketing I	2
Marketing 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](http://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.