

Administrative Assistant

Willis College
www.williscollege.com



Microsoft
IT Academy Program



Program Length: 17 Weeks

The Willis College Administrative Assistant Diploma Program provides students with solid exposure to the professional business environment, which will help them develop general proficiencies appropriate for a wide range of careers. Graduates will have learned the essential skills needed to thrive in a business environment. Strong focus is given to Microsoft Office Applications and Accounting applications that are used in today's offices. The Administrative Assistant Diploma program will qualify graduates to pursue positions such as Administrative Assistant, Office Assistant and Executive Office Assistant.

Topics of this program include: Microsoft Word, Excel, PowerPoint, Outlook, Business Communications, Career Management, Accounting Fundamentals, and QuickBooks.

Microsoft Office Applications I 160 hours – 8 weeks – 8 credits

	<i>Credits</i>
Microsoft Windows XP & Outlook	1
Microsoft Word	2
Microsoft Excel	2
Microsoft PowerPoint & Business Communications	3

Administration / Accounting 160 hours – 8 weeks – 7 credits

	<i>Credits</i>
Office Business Procedures	2
Accounting I – Fundamentals	3
QuickBooks	2

Career Management 12 hours – 1 credit

Keyboarding

Continuous Learning Throughout Program

Lab - 1 Week

PROGRAM HIGHLIGHTS INCLUDE:



GOVERNMENT SECURITY CLEARANCE

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)

* See www.microsoft.com/traincert for complete details of MOS certification requirements of ask your Willis College Education Consultant.

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