

Diploma in Business Administration

Willis College
www.williscollege.com



Microsoft
 IT Academy Program



Program Length: 34 Weeks

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

Choose 1 of 4		Double Major Tracks	
Accounting & Marketing Major <input type="checkbox"/>	Marketing /Human Resources and Business Law Major <input type="checkbox"/>	Human Resources And Business Law / Applications Major <input type="checkbox"/>	Applications & Accounting Major <input type="checkbox"/>
Advanced Accounting Accounting II – Financial Accounting III - Payroll Simply Accounting ACCPAC Marketing Business Principles Management Principles Marketing & Sales e-Business Concepts	Marketing Business Principles Management Principles Marketing & Sales e-Business Concepts Human Resources and Business Law Human Resource management Recruitment & Selection Business Law & Ethnics I & II	Human Resources and Business Law Human Resource management Recruitment & Selection Business Law & Ethnics I & II Advanced Applications Advanced Microsoft Word Advanced Microsoft Excel Advanced Outlook Advanced PowerPoint Microsoft Access	Advanced Applications Advanced Microsoft Word Advanced Microsoft Excel Advanced Outlook Advanced PowerPoint Microsoft Access Advanced Accounting Accounting II – Financial Accounting III - Payroll Simply Accounting ACCPAC

Keyboarding

Continuous Learning Throughout Program

Lab – 2 Weeks

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)

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.