

# Office Administrator

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



**Microsoft**  
 IT Academy Program



**Program Length: 26 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

<b>Choose 1 of 4</b>				<b>Majors</b>			
<p><b>Accounting Major</b></p> <p>Accounting II – Financial                      Accounting III - Payroll                      Simply Accounting                      ACCPAC</p>	<p><b>Applications Major</b></p> <p>Advanced Microsoft Word                      Advanced Microsoft Excel                      Advanced Outlook                      Advanced PowerPoint                      Microsoft Access</p>	<p><b>Human Resources And Business Law Major</b></p> <p>Human Resource management                      Recruitment &amp; Selection                      Business Law &amp; Ethics I &amp; II</p>	<p><b>Marketing Major</b></p> <p>Business Principles                      Management Principles                      Marketing &amp; Sales                      e-Business Concepts</p>				

**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.