



BUSINESS OFFICE APPLICATIONS CERTIFICATE

Business Office Applications (BOA) Certificate Course is approved by the Superintendent of Private Career College and provides individuals with a set of necessary skills to work in a Business Office. You will learn Canadian Administrative Procedures used in Canadian work environment and will also learn to use Microsoft Applications (such as Word, Excel, PowerPoint, and Outlook) and QuickBooks financial software, for data entry use.

This Certificate focuses on specific office skills such as word processing, spreadsheet creation, contact manager, internet search and navigation, presentation creation and knowledge of accounting.

Program Code: BOA-440

Program Length: 8 Weeks

Admission Requirement: Basic knowledge of keyboarding skills is recommended.

Course Name	Course Description
Microsoft Office Word Level I – Essentials Level II – Intermediate	<p>Word processing for the business environment is critical to effective communication.</p> <p>These courses introduce hand-on practices step by step instruction. Because each project draws upon application in the “real world”, students not only acquire a handful of skill and techniques to accomplish individual task, they also come to recognize how to apply the best working practices in any given situation.</p>
Microsoft Office Excel Level I – Essentials Level II – Intermediate	<p>Organization of numerical information and efficient numerical analysis are vital to making good financial decisions.</p> <p>These courses provide the context in which student learn effective</p>

	<p>approaches to spreadsheet development using Microsoft Excel. Through several hand-on practices, step-by-step instructor – led projects, student come to understand how to design, develop, implement and test fully functional spreadsheets for businesses and personal use.</p>
<p>Microsoft Office PowerPoint</p>	<p>Effective business communication from one-to-many is often made more attractive and comprehensible through the use of a graphical presentation program.</p> <p>This course teaches student how to conceive, plan, and implement visually appealing presentations using PowerPoint. The course requires that each student develop a PowerPoint presentation from scratch. Rather than taking an arm’s length approach to learning PowerPoint, the instructor- Led course assumes that each student benefit most from being an integral part of presentation from start to finish, by taking on two roles: designer and presenter.</p>
<p>Microsoft Office Outlook</p>	<p>Electronic communication deeply affected a board range of business activities. This course teaches the student to make effectively use of Microsoft Outlook, the office desktop organizer used to coordinate electronic communication across organizations.</p>
<p>Fundamentals of QuickBooks</p>	<p>You will learn to enter information into the QuickBooks Accounting software such as vendor, customers, and inventory. In addition, you will learn to prepare invoices, sales receipts and receive payments.</p>

<p>Administrative Procedures for the Canadian Offices</p>	<p>Today's Canadian Offices is competitive, diverse and inserted in a global business environment. This environment requires administrative assistants to be on the cutting edge of the latest technologies and office procedure.</p> <p>Organizations require their office personnel to have technical competencies to meet their growing needs. They rely on them to project a positive, professional image and to adopt and display the high ethical standards of the organization in which they work.</p> <p>Excellent soft skills and a positive attitude are in high demand than ever. It is essential that administrative assistants have highly development personal skills and positive work ethics to go hand in hand with interpersonal skills to ensure a successful career as an administrative assistant in a diverse and global environment</p> <p>This course is design to teach an individual to develop habits as an Office Assistant+/ Administrative Assistant.</p>
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