



**triOS COLLEGE**  
BUSINESS ♦ TECHNOLOGY ♦ HEALTHCARE

Let us help you discover a  
richer, more rewarding career.

## Office Administrator

The **Office Administrator diploma program at triOS is 26 weeks**. This program at triOS College will train you in the key areas of accounting, business communication, and Microsoft Office applications that are widely used in all types of organizations.

Students of this program will learn from a robust and up-to-date curriculum that will qualify them to work in a variety of support roles for a wide range of business organizations. During your time at triOS, you will benefit from training on the latest software applications and tools required by most employers, one-on-one Career Services assistance, and much more!

### Program Benefits

- ✓ AME Learning (Accounting)
- ✓ Job Placement Assistance
- ✓ Microsoft Office Professional Suite

### Here's a look at some of the courses included in this program:

A

#### Microsoft Applications

Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Business Communication

B

#### Accounting & Applications

Introduction to Accounting (using Sage 50),  
Intermediate Accounting (using QuickBooks)

C

#### Advanced Accounting & Applications

Advanced Accounting, Accpac, Introduction to Finance

D

#### Advanced Applications

Advanced Microsoft Word, Advanced Microsoft Excel, Introduction to Databases (using Microsoft Access), Integrated Projects (using Microsoft Office)



### Choose Your Specialty

Office Administrator (Accounting Specialist): A B C  
Office Administrator (Applications Specialist): A B D

## Employment and Wage Outlook for Careers in this field:



Employment Rate based on 2022 contactable triOS graduates employed in a related field within 12 months.

Source: workingincanada.gc.ca

NOC Code: 1431/14200, 1221/13100 - \*\*Wage data based on NOC Code 1431/14200 and rounded down to the nearest dollar. Average wage doesn't reflect the starting salary but represents the middle value between lowest to highest wages. Local (or regional) income may vary. Last updated in Jan 2024.

### Career Opportunities

Accounts Receivables Clerk

Office Administrator

Office Services Coordinator

Accounting Assistant

Claims Officer

### Employers Who Have Hired triOS Grads



### Other Employers Include:

- Johnson Service Group
- The Prescription Shoppe
- Juris Litigators LLP

**“There are no words to describe the time I have spent at triOS. The staff and students are so welcoming (walked in with a smile on my face, and left with an even bigger smile). I will never forget my time at triOS!”**

-Chantell

triOS College Office Administrator Graduate

# Office Administrator (Accounting Specialist)

NOC Code: 1431/14200

Diploma Program Length:  
**26 Weeks**

Microsoft Word Microsoft Excel Microsoft Outlook Microsoft PowerPoint Business Communication	8 Weeks	Advanced Accounting Sage 300 Introduction to Finance	8 Weeks
Introduction to Accounting (Using Sage 50 – formerly Simply Accounting) Intermediate Accounting (Using QuickBooks)	8 Weeks	Career Management	1 Week
		Lab Weeks	1 Week
Keyboarding – continuous learning throughout program			

## Program Highlights Include:

- Registered and approved diploma
- Career services
- Job search assistance
- Alumni program benefits

## Admission Requirements:

1. Student has an Ontario Secondary School Diploma or equivalent, OR  
Is 18 years of age or older on or before the program begins AND can pass a qualifying test that has been approved by the Superintendent. \*
2. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 14.

\*Applicants from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test.

Please contact us for more detail regarding admissions requirements for international students.

## Accreditation Policy:

Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

### Note:

In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on the program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending on the start date.

You can find our Key Performance Indicators (graduation rate, employment rate, etc.) at [www.triOS.com/kpi](http://www.triOS.com/kpi).

# Office Administrator (Applications Specialist)

NOC Code: 1221/13100

Diploma Program Length:  
**26 Weeks**

Microsoft Word

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

Business Communication

8 Weeks

Introduction to Accounting (Using Sage 50 – formerly Simply Accounting)

Intermediate Accounting (Using QuickBooks)

8 Weeks

Advanced Microsoft Word

Advanced Microsoft Excel

Introduction to Databases (Using Microsoft Access)

Integrated Projects (Using Microsoft Office)

8 Weeks

Career Management

1 Week

Lab Weeks

1 Week

Keyboarding – continuous learning throughout program

## Program Highlights Include:

- Registered and approved diploma
- Career services
- Job search assistance
- Alumni program benefits

## Admission Requirements:

1. Student has an Ontario Secondary School Diploma or equivalent, OR  
Is 18 years of age or older on or before the program begins AND can pass a qualifying test that has been approved by the Superintendent. \*
2. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 14.

\*Applicants from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test.

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