



# CANADIAN COLLEGE

of

## Business, Science & Technology



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### Business Diploma Programs

#### Diploma in Legal Office Administrator

- Essential Skills
- Microsoft Word, Excel, PowerPoint, Access
- Outlook and Email
- Communications Essentials
- Business Communications
- Office Procedures
- Accounting Essentials
- Legal Terminology
- Legal Transcription
- Corporate and Business Law
- Legal Software
- Wills and Estates
- Real Estate Law
- Family Law

#### Diploma in Business Administration

- Microsoft Word, Excel, PowerPoint, Access, Outlook 2007
- Bookkeeping/Payroll
- Quick Books/Simply Accounting
- Business Organization and Environment
- Business Finance
- Human Resource Management
- Interpersonal Business Skills
- Customer Care

#### Financial Planner

- Microsoft: Windows 7, Word, Excel, Outlook
- Personal Financial Services Advice (PFSA)
- Financial Planning (FP-I & II)
- Applied Financial Planning (AFP)
- Business and English Communication
- Office Procedures
- Interpersonal Business Skills
- Customer Service

#### Customer Service Representative Clerk – Banking & Financial Services

- Microsoft: Windows 7, Word, Excel, Outlook
- Bookkeeping & Accounting
- Financial Office assistance
- Customer Service
- Bank Teller
- Canadian Insurance Course (CIC-I & II)
- Introduction to Financial Services
- Introduction to Securities
- Introduction to Personal Finance
- Introduction of Financial Planning
- Conduct & Practices Handbook (CPH)

### Business Diploma Programs

#### Diploma in Accounting & Payroll Business Administration

- Keyboarding
- Microsoft Windows 7
- Word 2007
- Excel 2007
- Access 2007
- Power Point Presentation 2007
- Outlook 2007
- Bookkeeping & Accounting
- Canadian Payroll Association
- Simply Accounting/Quick Books-2010
- ACCPAC Advantage Version 5.5
- Communication & Task Management
- Office Procedures
- Interpersonal Skills
- Customer Service
- Life Skills & Job Search Diary

#### Diploma in Computerized Accounting

- Word 2007
- Excel 2007
- Access 2007
- Power Point Presentation 2007

- Outlook 2007
- Bookkeeping & Payroll
- Simply Accounting/Quick Books – 2010
- ACCPAC Advantage Version 5.5
- Life Skills & Job Search Diary

#### Administrative Assistant

- Windows XP
- Word 2007
- Excel 2007
- Access 2007
- Power Point Presentation 2007
- Overview of Business Accounting
- Communication and Task Management
- Office Procedures
- Customer Care
- Interpersonal Business Skills

#### Payroll Administrator

- Bookkeeping
- CPA - Payroll Compliance Legislation
- CPA - Payroll Fundamentals 1
- CPA - Payroll Fundamentals 2