

BUSINESS PATHWAYS

OFFICE ADMINISTRATION PATHWAYS PART 1

- * **BTA30 - Information and Communication Technology: The Digital Environment**
- * **EBT40 - Business and Technology Communication**
- * 9 week course, Monday to Friday from 9:00am to 3:00pm, earn 2 credits towards your OSSD, Cost Office Administration Part 1, (COST \$100)
- * Topics covered include; Introduction to Computers, Networks and the Internet, MS Word, MS PowerPoint, Typing for Business, Introduction to Business Communication, Skills for Business Communication, Writing Skills for Business Communication and Editing and Revising Business Communication, Quickbooks
- * **WORKSHOPS/ CERTIFICATES-** Photocopier Training, Multiple Intelligences, Personality Dimensions, Office Administration (Part 1), (COST \$100)

OFFICE ADMINISTRATION PATHWAYS PART 2

- * **BTX4E - Information and Communication Technology in the Workplace**
- * **GLN40 - Navigating the Workplace**
- * **9 week course, Monday to Friday from 9:00am to 3:00pm, earn 2 credits towards your OSSD. (COST \$250)**
- * **Topics covered include;** Microsoft PowerPoint/Publisher/OneNote/Outlook/Excel, Managing and Organizing Files, Presentation Skills, Employability Skills, Personal Management, Mathematics in the Workplace, Preparation for Transitions and Change, Worker Health and Safety
- * **WORKSHOPS/CERTIFICATES - WHMIS, Dealing with Difficult People, First Aid & CPR, Office Administration Part 2, (COST \$250)**



ENTERPRISING EMPLOYEE

- * **BAI3E - Accounting Essentials**
- * **BDP30– Entrepreneurship, The Enterprising Person**
- * **9 week course, Monday to Friday from 9:00am to 3:00pm, earn 2 credits towards your OSSD, (COST \$250)**
- * **Topics covered include;** Introduction to Accounting, Financial Management, Accounting Software (Quickbooks), Internal Controls, The Changing Workplace, Entrepreneurship and Employability, Business Venture Planning, Dealing with Uncertainty and Risk, Accounting Procedures for Sales Tax for a service Business, Ethics in Business, Worker Health & Safety.
- * **WORKSHOPS/CERTIFICATES– WHMIS, Dealing with Difficult People, First Aid & CPR, Enterprising Employee, (COST \$ 250)**