

Administrative Assistant

Diploma

Program Objective

This program introduces students to word processing and its many applications in the business world. Skilled Administrative Assistants are in great demand by both large corporations and small independent businesses. Students will have the opportunity to learn today's most popular word processing software applications.

Admission Requirements

Grade 12 or equivalent, or Mature Student Status.

An admissions interview will be administered to determine if the applicant has the required interest, motivation, and entry-level skills to take this program.

Successful completion of Entrance Assessment

Full time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

Program Notes

Tuition fees include all materials and student textbooks. Financial assistance may be available to those who qualify.

Graduation requirements:

Students must achieve a 75% program average to obtain a diploma

Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.

Competencies upon Completion

Core Courses

- **Keyboarding**
Typaz - Level 1
Typaz - Level 2
Typaz - Level 3
- **Word Processing**
Microsoft Word Level 1, 2 & 3
- **Spreadsheets**
Microsoft Excel Level 1 & 2
- **Database Management**
Microsoft Access Level 1
- **Graphics/Presentations**
Microsoft PowerPoint Level 1
- **Office Skills**
Internet Fundamentals, Personal Computer Fundamentals, Punctuation and Writing Skills, Microsoft Outlook Level 1 & 2, Office Procedures Level 1, Business Correspondence Level 1
- **Business Skills**
Customer Service Essentials and Management Fundamentals
- **Operating Systems**
Windows 11 Level 1 & 2
- **Simulations and Drills**
Word Processing and Spreadsheet Practical Applications
- **Job Readiness/Employability Skills**
Employment Success Strategies

Elective Courses

Students must complete two elective courses from any of these groups:

- Accounting
- Office Skills and MS Office Programs
- Business Skills



Duties & Responsibilities

- Performs a variety of administrative and clerical functions.
- Prepares reports and assists with overall functions of department.
- Requires above average word processing skills.

Required Skills and Personal Attributes

- Reliable
- Able to Work Independently
- Able to Meet Deadlines
- Good Attitude
- Good Command of the English Language
- Good Presentation Skills

Career Opportunities

As more employers acquire word processing equipment and programs, the labour market for skilled Administrative Assistants grows. Administrative Assistants may move into supervisory office positions as their careers progress.