

Office Administration

Diploma

Program Objective

The Office Administration Diploma program prepares students to work in an office environment as administrators and assistants. The program provides students with comprehensive knowledge and office skills to make them successful as assistants in business settings.

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 student textbooks and all other course materials. Financial assistance may be available for those who qualify.

Graduate requirements:
Students must maintain a 75% program average to obtain a certificate.

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
- **Operating Systems**
Windows 11 Level 1 & 2
- **Word Processing**
Microsoft Word Level 1, 2 & 3
- **Spreadsheets**
Microsoft Excel Level 1 & 2
- **Database Management**
Microsoft Access Level 1 & 2
- **Graphics/Presentation**
Microsoft PowerPoint Level 1 & 2
- **Office Skills**
Personal Computer Fundamentals, Internet Fundamentals, Punctuation and Writing Skills, Microsoft Outlook Level 1 & 2, Office Procedures Levels 1 & 2, Basic Bookkeeping Levels 1 & 2, Business Correspondence Levels 1 & 2
- **Business Skills**
Customer Service Essentials, Business Planning, Human Resource Management, and Management Fundamentals
- **Simulations and Drills**
Spreadsheet and Word Processing Practical Applications
- **Accounting**
QuickBooks Online

Duties and Responsibilities

- Responding to business-related requests by telephone and email
- Effectively utilizing software (e.g. Word, Excel, Outlook, and PowerPoint)
- Organizing and filing office/business records
- Preparing reports and assisting with the overall functions of departments
- Performing a variety of clerical and administrative tasks

Required Skills and Personal Attributes

- Reliable, well-organized, adaptable, and detail-oriented
- Effective time management skills
- Ability to meet deadlines
- Self-directed and team-orientated
- Positive attitude

Career Opportunities

This program prepares students to work in fast-paced office environments as corporate secretaries, executive assistants, office administrators, and special assistants. Upward mobility in this role is possible with experience, motivation, dedication, and a positive attitude.

