

Executive Office Assistant

Diploma

Program Objective

The Executive Office Assistant Diploma program prepares students to confidently enter the executive assistant field. This program provides graduates with the necessary skills to perform a variety of administrative duties in support of managerial and professional employers, while addressing the challenges of today's workplace. Each graduate will attain a sense of achievement while ensuring a successful career.

Program Notes

Tuition fees include all student manuals and course material. Financial assistance may be available to qualified students.

Graduation requirements:
Students must achieve a 75% average to obtain a diploma.

Career Opportunities

In the corporate environment, a skilled Executive Office Assistant can be an invaluable member of the management team. Opportunities and compensation are better than ever in this area. This type of position may lead into the management stream for those who perform well and possess the necessary skills.

Duties & Responsibilities

- Responsible to upper management for maintaining, editing, and processing reports, budgets and statistical research.
- Set up and maintain manual and computerized information filing systems.
- Arrange travel schedules, make reservations, and organize conferences.
- May supervise other secretarial or clerical staff.

Personal Attributes Required

- Good client/customer skills
- Good interpersonal skills
- Good organizational skills
- Meticulous attention to detail
- Self-motivated
- Ability to work independently
- Excellent communication skills

Admission Requirements

Grade 12 or equivalent or Mature Student Status.

Courses are open to any applicant who possesses a good command of the English language and is able to follow instruction.

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

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

Part-time students may set their own schedules to a minimum of two training sessions per week. These times may be scheduled during the day, evenings, or on weekends.

Competencies upon Completion

CORE COURSES*

- KEYBOARDING
Minimum 55 words per minute
- BASIC COMPUTER CONCEPTS
Introduction to Personal Computers
- OPERATING SYSTEMS
Basic level of proficiency in a Windows operating system

- **SOFTWARE FUNDAMENTALS**
Basic level of proficiency using the Internet, Microsoft Outlook, and Microsoft PowerPoint
Intermediate level of proficiency in Microsoft Excel
Advanced level of proficiency in Microsoft Word
- **EMPLOYABILITY SKILLS**
Job Search and Résumé Writing and Thought Patterns for a Successful Career
- **OFFICE SKILLS**
Completion of Office Procedures Levels 1 & 2
- **BUSINESS SKILLS**
Completion of Grammar Essentials for Business Writing, Business Correspondence Levels 1 & 2, Workplace Success/Intrapreneurship, and Customer Service
- **OFFICE SIMULATIONS**
Complete one set of practical applications and drills

ELECTIVE COURSES*

Students must complete a maximum of 1.5 credits from the following:

- OFFICE SKILLS
- DATABASE MANAGEMENT

**Note: Actual course selections may vary by campus and are made at the time of enrollment.*

