Office Administration

Certificate

Program Objective

The Office Administration Certificate 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.

Program Notes

Tuition fees include all materials and student manuals. 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.

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.

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 instructions.

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.

Duties and Responsibilities

- Responding to business-related requests by telephone and e-mail
- 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-oriented
- Positive attitude

Competencies upon Completion

Core Courses

- **Keyboarding**
  Minimum 25 words per minute (WPM)
- **Operating Systems**
  Basic level of proficiency in a Windows operating system
- **Word Processing**
  Intermediate level of proficiency in Microsoft Word
- **Spreadsheets**
  Intermediate level of proficiency in Microsoft Excel
- **Graphics/Presentation**
  Basic level of proficiency in Microsoft PowerPoint
- **Office Skills**
  Office Procedures Levels 1 and 2, basic level of proficiency in Microsoft Outlook, and Internet fundamentals
- **Business Skills**
  Business Correspondence Level 1, Customer Service, and Workplace Success/Intrapreneurship

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