

Administrative Professional

Diploma

Program Objective

The objective of this program is to provide the students with opportunities to acquire and apply the knowledge of business concepts and office skills to meet the demands of today's business.

Program Notes

Financial assistance may be available to qualified students.

Graduation requirements:

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

Method of Delivery

Combination of:

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

Career Opportunities

Career opportunities are almost unlimited. Efficient responsible Administrative Professional personnel are an integral and invaluable part of today's office environment.

Duties and Responsibilities

- Maintain Computerized filing, inventory and database systems
- Processing miscellaneous documentation
- Type and proof-read correspondence reports, etc.

Personal Attributes Required

- Self-Motivated
- Dependable
- Cooperative
- Excellent Communication Skills
- Reliable
- Organizational Ability

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 and meet the minimum standards set for the campus by their governing body.

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

Competencies upon Completion

Core Business and Office Courses

- Word Processing
Advanced level of proficiency in Microsoft Word
- Spreadsheets
Intermediate level of proficiency in Microsoft Excel
- Data Management
Basic level of proficiency in Microsoft Access,
- Graphics/Presentations
Basic level of proficiency in Microsoft PowerPoint
- Office Skills
Basic level of proficiency Microsoft Outlook
- Business Skills
Business Correspondence Level 1, Customer Service, Internet Fundamentals, Personal Computer Fundamentals, Typing Level 1, 2 and 3, Office Procedures, Windows Level 1 and 2, Grammar Essentials, Business Verbal Communication
- Job Readiness/Employability Skills
Job Search and Resume Writing, Thought Patterns for High Performance, Workplace Success/Intrapreneurship