Office Administration Assistant

Certificate

Program Objective

The Office Administration Assistant Certificate 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 the fast-paced office environment 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.

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

- Respond to business-related requests by telephone and e-mail
- Effectively utilize software (e.g., Word, Excel, Outlook, and PowerPoint)
- Organize and file office/business records
- Prepare reports and assist with overall functions of department(s)
- Perform a variety of clerical and administrative duties

Personal Attributes Required

- Reliable, well-organized, adaptable, and detailed
- Effective time management skills
- Able to meet deadlines
- Self-directed
- Team-oriented
- Positive attitude

Competencies upon Completion

Core Courses

- **Keyboarding**
  Minimum 40 words per minute (WPM)
- **Operating Systems**
  Basic level of proficiency in a Windows operating system
- **Word Processing**
  Advanced level of proficiency in Microsoft Word
- **Spreadsheets**
  Basic level of proficiency in Microsoft Excel
- **Simulations and Drills**
  Office Simulations – 1 Unit
- **Office Skills**
  Basic Bookkeeping Level 1
- **Business Skills**
  Business English/Grammar
- **Job Readiness/Employability Skills**
  Job Search & On-the-Job Training