

# Administrative Assistant

## Diploma

---

### Program Objective

The Administrative Assistant diploma program introduces students to office administration and its many facets in the business world. This program provides graduates with the necessary skills to compile, verify, record, and process forms and documents, such as applications, agreements, and letters, in accordance with established procedures, guidelines, and schedules. Students will have the opportunity to learn today's most popular office software applications.

### Program Notes

Tuition fees include all materials and student manuals. Financial assistance may be available for those who qualify.

Graduation requirements:

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

### Method of Delivery

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

### Career Opportunities

Skilled Administrative Assistants are in great demand by both large corporations and small, independent businesses. All employers in all industry sectors require staff that possesses strong office and software-related skills to perform its administrative functions.

Administrative Assistants may move into supervisory office positions as their careers progress.

### Duties and Responsibilities

- Perform a variety of administrative and clerical functions
- Prepare reports and assist with overall functions of a given department

### Required Skills and Personal Attributes

- Reliable
- Able to work independently
- Able to meet deadlines
- Positive attitude
- Good command of the English language

### 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.

### Competencies upon Completion

#### CORE COURSES

- **Keyboarding**  
Minimum 40 words per minute (WPM)
- **Operating System**  
Advanced level of proficiency in a Windows operating system
- **Word Processing**  
Advanced level of proficiency in Microsoft Word
- **Spreadsheets**  
Intermediate level of proficiency in Microsoft Excel
- **Database Management**  
Basic level of proficiency in Microsoft Access
- **Graphics/Presentation**  
Basic level of proficiency in Microsoft PowerPoint
- **Office Skills**  
Office Procedures Level 1 and Level 2, Microsoft Outlook Level 1, Internet Fundamentals, and Personal Computer Fundamentals for End Users

- **Business Skills**  
Business Math, Business Correspondence Level, and Grammar Essentials for Business Writing, and Workplace Success/Intrapreneurship or Management Fundamentals
- **Job Readiness/Employability Skills**  
Job Search & Résumé Writing, Strategies for Success, and Occupational health and Safety
- **Optional 4 Week Work Term**

#### **ELECTIVE COURSES**

- Students must complete five (5) credit electives, according to courses selected from the following diploma groups:
  - Healthcare
  - Accounting
  - Software
  - Business Skills

