# Administrative Assistant

Diploma

## Program Objective

This program introduces students to wordprocessing and its many applications in the business world. Skilled Administrative Assistants are in great demand by both large corporations and small independent businesses. Students will have the opportunity to learn today's most popular wordprocessing software applications.

## Program Notes

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

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

As more employers acquire word processing equipment and programs, the labour market for skilled Administrative Assistants grows. Administrative Assistants may move into supervisory office positions as their careers progress.

## Duties and Responsibilities

- Performs a variety of administrative and clerical functions.
- Prepares reports and assists with overall functions of department.
- Requires above average word processing skills.

## Personal Attributes Required

- Reliable
- Able to Work Independently
- Able to Meet Deadlines
- Good Attitude
- Good Command of English
- Good Presentation 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.

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
- **Operating Systems**
  Basic level of proficiency in a Windows operating system
- **Office Skills**
  Personal Computer Fundamentals for End Users, Office Procedures Levels 1 and 2, Internet Fundamentals, and basic level of proficiency in Microsoft Outlook
- **Word Processing**
  Advanced level of proficiency in Microsoft Word
- **Spreadsheets**
  Intermediate level of proficiency in Microsoft Excel
- **Graphics/Presentation**
  Basic level of proficiency in Microsoft PowerPoint
- **Simulations and Drills**
  Practical Applications – 2 Units
- **Database Management**
  Basic level of proficiency in Microsoft Access
- **Business Skills**
  Business Correspondence Levels 1 and 2, Customer Service, and Grammar Essentials for Business Writing
- **Job readiness/Employability Skills**
  Job Search and Résumé Writing and Thought Patterns for a Successful Career

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