

# Executive Assistant

## Diploma

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### Program Objective

This program prepares students to enter and progress in the secretarial field. Upon graduation, the new Executive Assistant is able to meet the challenges of the new millennium with the skills most currently required by employers. Each graduate will attain a sense of achievement while ensuring a successful career

### 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.

### Career Opportunities

In the corporate environment, a skilled Executive Assistant can be an invaluable member of the management team. Opportunities and compensation are better than ever in this area. This type of position may lead into the management stream for those who perform well and possess the skills.

### Duties and Responsibilities

- Meticulous attention to detail and exceptional organizational skills
- Responsible to upper management for maintaining, editing, and processing reports, budgets and statistical research, etc.
- May supervise other secretarial or clerical staff.

### Personal Attributes Required

- Good Client/Customer Skills
- Good Interpersonal Skills
- Good Organizational Skills
- Self-Motivated
- Ability to Work Independently
- Excellent Presentation Skills

### Method of Delivery

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

### 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.

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.

Part-time students may set their own schedules to a minimum of two training sessions per week. These times may be scheduled during the day, evenings, or on weekends.

## Competencies upon Completion

### CORE COURSES

- **Keyboarding**  
Minimum 55 words per minute (WPM)
- **Operating Systems**  
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
- **Simulations and Drills**  
Practical Applications – 3 Units
- **Graphics/Presentation**  
Advanced level of proficiency in Microsoft PowerPoint, Photoshop Basics, and Microsoft Publisher
- **Web Design**  
Dreamweaver 1
- **Business Skills**  
Customer Service, Grammar Essentials for Business Writing, Business Correspondence Levels 1 and 2, and Management Fundamentals
- **Office Skills**  
Personal Computer Fundamentals for End Users, Office Procedures Levels 1 and 2, Internet Fundamentals, and basic level of proficiency in Microsoft Outlook
- **Job Readiness/Employability Skills**  
Job Search and Résumé Writing and Thought Patterns for a Successful Career