Office Administration Assistant

Certificate

Program Objective

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

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.

Career Opportunities

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

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.

Method of Delivery

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

Duties and Responsibilities

- Performs a variety of administrative and clerical duties
- Prepares reports and assists with overall functions of departments

Personal Attributes Required

- Reliable
- Able to work independently
- Able to meet deadlines
- Well organized
- Good attitude

Competencies upon Completion

CORE COURSES

- **Keyboarding**
  Minimum 25 words per minute (WPM)
- **Operating Systems**
  Basic level of proficiency in a Windows operating system
- **Word Processing**
  Intermediate level of proficiency in Microsoft Word
- **Spreadsheets**
  Basic level of proficiency in Microsoft Excel
- **Database Management**
  Basic level of proficiency in Microsoft Access
- **Business Skills**
  Business Correspondence Level 1
- **Office Skills**
  Basic level of proficiency in Microsoft Outlook, Bookkeeping Level 1 and Level 2, and Office Procedures Level 1
- **Accounting**
  Sage 50 premium Accounting
- **Job Readiness/Employability Skills**
  Job Search and Resume Writing

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