

# Administrative Assistant

Diploma • 29 Weeks

## 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 in both large corporations and small independent businesses. All employers in all industry sectors require staff that possess strong office and software-related skills to perform their administrative functions. Administrative Assistants may move into supervisory office positions as their careers progress.

## Duties and Responsibilities

- Performing a variety of administrative and clerical functions
- Preparing reports
- Assisting with overall departmental functions

## Required Skills and Personal Attributes

- Good command of English
- Good presentation skills
- Above-average word processing skills
- Ability to work independently
- Ability to meet deadlines
- Reliable
- Positive attitude

## 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. Students are required to attend and participate in their program according to their approved training schedule and maintain satisfactory academic progress and attendance in accordance with Academy of Learning Career College policies.

## Career-Focused Training

This program is designed to help students develop practical, workplace-relevant skills that support entry into entry-level positions within the field.

## Funding Options

Eligible students may qualify for various funding, sponsorship, grant, or financing options. Funding availability is subject to eligibility requirements.

## Competencies upon Completion

### Core Courses

- **Keyboarding**  
Minimum 40 words per minute (WPM)
- **Operating System**  
Basic level of proficiency in a Windows operating system
- **Word Processing**  
Advanced level of proficiency in Microsoft Word
- **Database Management**  
Basic level of proficiency in Microsoft Access
- **Spreadsheets**  
Intermediate level of proficiency in Microsoft Excel
- **Graphics/Presentation**  
Basic level of proficiency in Microsoft PowerPoint
- **Office Skills**  
Office Procedures Level 1 and Level 2, Internet Fundamentals, Personal Computer Fundamentals for End Users, basic level of proficiency in Microsoft Outlook, and Basic Bookkeeping Level 1 and Level 2
- **Business Skills**  
Customer Service, Business Math, Business Correspondence Level 1 and Level 2, and Business Writing Essentials
- **Job Readiness/Employability Skills**  
Job Search & Résumé Writing

## Ready to take the next step?

Speak with an Admissions Advisor today to discuss career goals, program suitability, funding options, admission requirements, and upcoming start dates.

### Academy of Learning Career College Mississauga West

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