

Simply a Better Way to Learn!



D I P L O M A

Administrative Assistant

Duties & Responsibilities

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

Personal Attributes Required

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

Career Opportunities

As more employers acquire wordprocessing equipment and programs, the labour market for skilled Administrative Assistants grows. Administrative Assistants 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 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.

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.

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 all materials and student manuals. Financial assistance may be available to qualified students.

Graduation requirements:

Students must achieve a 75% passing mark per course to obtain a diploma.

Competencies upon Completion

CORE COURSES*

Upon completion of the program the participant must demonstrate the following core competencies:

- KEYBOARDING
Minimum 40 words per minute.
- OPERATING SYSTEMS
OLE/DDE or Integrating Office 95 and a basic proficiency in two Windows operating systems.
- WORDPROCESSING
Complete three wordprocessing applications.
- SPREADSHEETS
Intermediate level of proficiency in one spreadsheet application.
- DATABASE MANAGEMENT
Basic level of proficiency in one database application.



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- GRAPHICS/PRESENTATION
Basic level of proficiency in one graphics/presentation application.
- OFFICE SKILLS
Basic level of proficiency in conventional office procedures.
- BUSINESS SKILLS
Complete workplace success/intrapreneurship.
- OFFICE SIMULATIONS
Complete two sets of practical exercises and drills.
- JOB SEARCH & RÉSUMÉ PREPARATION

ELECTIVE COURSES*

Students should complete three credits from any of these groups:

- OFFICE SKILLS
- WORDPROCESSING
- DATABASE MANAGEMENT
- OPERATING SYSTEMS

* Note: See program folder for core course and elective course checklist.



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