

## ADMINISTRATIVE ASSISTANT & ADMINISTRATIVE ASSISTANT, ACCELERATED



The Administrative Assistant diploma program prepares graduates for office support positions such as secretary, administrative assistant, office assistant, and sales assistant in a wide variety of large and small organizations. Students become proficient in Microsoft Office 2016, as well as business communications, basic accounting, and administrative procedures.

The Administrative Assistant program is a good first step to a professional career. Administrative Assistant students take four classes a day instead of the regular five.

### ADMINISTRATIVE ASSISTANT

**Start Dates:** January, March, September, October  
**Duration:** 9 months / 36 weeks / 936 course hours  
**Prerequisites:** - Grade 12 with a minimum 60 percent overall average  
- GED 12 or ABE 12  
- Pre-enrollment Information Session

Document Preparation 112 (Simulation)  
Keyboarding Speed (45 wpm to graduate)  
Communications 211  
Communications 212  
Communications 213  
Communications 214  
Communications 216  
Mathematics 311  
Personal Finance 314  
Accounting/Bookkeeping 411  
Career Strategies 513  
Applied Administrative Procedures 515  
Human Relations 519  
Records/Information Management 522  
Computer Applications 611 (Windows 10)  
Computer Applications 619 (PowerPoint 2016)  
Computer Applications 620 (Excel 2016) - Level 1  
Computer Applications 621 (Excel 2016) - Level 2  
Computer Applications 622 (Access 2016) - Level 1  
Computer Applications 628 (Outlook 2016)

Computer Applications 642 (Quickbooks 2016) - Level 1  
Computer Applications 650 (Business Project Integration)  
Computer Applications 672 (Word 2016) - Level 1  
Computer Applications 673 (Word 2016) - Level 2

**Optional Classes:**

*Dependent on availability and prerequisites;  
additional fees will apply.*

Voice Transcription 121  
Computer Applications 644 (Publisher 2016)  
Computer Applications 662 (Adobe Acrobat X Professional)

Inquire about **adding** a specialty option:  
**Executive, Legal, Medical or Mining**

