ADMINISTRATIVE ASSISTANT

The Administrative Assistant diploma program prepares graduates for office support positions such as secretary, administrative assistant, and sales assistant in a wide variety of large and small organizations. Students become proficient in Microsoft Office 2019, as well as business communications, basic bookkeeping, and administrative procedures.

The Administrative Assistant program is a good first step to a professional career.

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 | Mature Student Admissions

Classes

Document Preparation 112 (Simulation)

Keyboarding Speed (45 wpm to graduate)

Communications 211

Communications 212

Communications 213

Communications 214

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 11)

Computer Applications 619 (PowerPoint 2019)

Computer Applications 620 (Excel 2021) - Level 1

Computer Applications 621 (Excel 2021) - Level 2

Computer Applications 622 (Access 2019) - Level 1

Computer Applications 628 (Outlook 2019)

Computer Applications 642 (QuickBooks 2021) - Level 1

Computer Applications 650 (Business Project Integration)

Computer Applications 672 (Word 2021) - Level 1

Computer Applications 673 (Word 2021) - Level 2

Optional Classes:

Depending on availability and prerequisites; (fees apply)

- **Voice Transcription 121**
- **Computer Application 644 (Publisher 2019)**
- **Computer Application 662 (Adobe Acrobat Pro DC)**

See program advisor for information on flexible learning options

Ask about practicum options