



Administrative Assistant

Course Description:

In the Administrative Assistant Certificate program, you'll learn foundational skills employers seek in administrative professionals. If you're a problem solver, organized, and take pleasure in producing high quality work, then consider becoming an Administrative Assistant. This Certificate program helps you develop strong administrative and word processing skills, as well as office support and procedures. With the Administrative Assistant Certificate Program, you'll develop essential administrative skills aided by a firm grasp of software programs commonly used in an office setting. You'll establish strong interpersonal communication, creative thinking, and decision-making. Learn to perform office procedures and produce quality work in an efficient manner using advanced features of business software applications. You'll also become adept at researching job opportunities and producing high-quality employment portfolios and resumes. Learn administration hands-on, with a team-oriented approach intended to familiarize you with today's leading software applications. Once finished, you'll be equipped with the necessary training to thrive in a modern office environment.

Course Outline:

Microsoft Basics

Introduction to Bookkeeping and Accounting Principles

Introduction to Human Resources Management

Course Outcomes:

At the end of the course the student will be able to:

- Compile, verify, record and process applications, licenses, permits, contracts, registrations, requisitions, and other forms and documents in accordance with established procedures and schedules, using computerized and manual processing systems
- Authorize and issue licenses, permits, registration papers, reimbursements, or other material after requesting documents have been processed and approved
- Maintain inventory of office supplies and order supplies as required
- Prepare reports and presentations and provide information to staff and public regarding company and program rules, regulations, and procedures
- Assist in the co-ordination of administrative procedures such as budget submissions, contracts administration and work schedules



- May be responsible for some accounting tasks
- May organize and co-ordinate flow of work for general office clerks and data entry clerks

Career Opportunities

Graduates of this certificate program will be able to start their career with entry-level positions in medium to large-sized companies as an:

- Office Clerks
- Administrative Assistant
- General Administrative Officers
- Miscellaneous Office Workers
- Administrative Support Workers

Course Duration:

90 Hours