ADMINISTRATIVE ASSISTANT

Certificate

From organizing daily business operations to streamlining processes and procedures to providing high-quality customer service, administrative support is the backbone of every organization.

1 Self-paced learning

An administrative assistant plays a central role in today's workplace whether in-person or virtually. This competency-based online program allows you to work and learn at your own pace, while receiving practical and applied training in word processing, accounting, spreadsheets, database queries, office procedures, communications and business calculations.

2 A flexible model

This program is the definition of flexible. Build your workload and schedule around your professional and personal commitments. Study in the morning, during the day or evening, in the comfort of your home, workplace or favourite coffee shop and pay by the month rather than by the course. Have a schedule that allows you to tackle more at once? Get your certification quickly and economically. Need to take your time and fit your learning into a longer trajectory? Not a problem! We'll be here for as long as you need.

3 Real skills for real life

Learn basic accounting, customer service and organizational skills. Use Microsoft software, create marketing material and prepare presentations and documents. Grow your written and verbal communication to become a well-rounded and significant asset to any organization. Featuring a work practicum, this program will have you not only learning new skills but applying them in a real-life situation.

4 Careers you can count on

Use your new-found knowledge to secure employment in office settings as an administrative assistant, virtual assistant, office manager, personal assistant, data entry clerk or general office clerk.

Course load: Part-time

Program delivery options: Online delivery

Overview

- Work practicum: 100 hours
- Study options: online and distance
- Program start date: begins monthly

Admission Requirements

- A complete Manitoba Grade 12 or equivalent
- English 40G/40S or equivalent
- Consumer/Essential Mathematics 40S or equivalent

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See **assiniboine.net/elp** for more information.

Technology Requirements

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

Graduation Requirements

To receive an Administrative Assistant certificate, students must successfully complete 60 academic credits and 3 practical credits.

Program Fees

Tuition, fees, and Students' Association fees total **$550 per month***. Estimated cost for books and supplies is approximately **$2,300**.

Note: This is a continuous fee (applies each month) until all courses are completed.

All fees are estimated and subject to change without notice.

Courses

NUMBER	COURSE TITLE	HOURS
ACCT-0048	Admin Assistant Accounting 1	6
ACCT-0049	Admin Assistant Accounting 2	6
COMM-0383	Business Communications	6
COMM-0382	Business English	6
COMP-0596	Data Processing	6
COMP-0594	Introduction to Excel	6
COMP-0595	Keyboarding Applications	6
COMP-0593	Keyboarding and Documents	6
OFAD-0025	Office Procedures 1	6
OFAD-0026	Office Procedures 2	6
PRAC-0272	Practicum-ADMST	3

*Note: Timelines, applicable industry experience, and teaching methodology will depend on program delivery choice; program information sheets subject to change without notice. Visit **assiniboine.net** for the most up-to-date information.*

Next Steps!

Register now! Visit **assiniboine.net/register.**

For more information on this program,
visit **assinibone.net/adminassistant**.

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assiniboine.net/**adminassistant**

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