



Academy of Learning

CAREER COLLEGE

Administrative Assistant Diploma Program



CAREER OPPORTUNITIES:

- ◆ Executive Assistant
- ◆ Project Coordinator
- ◆ Business Analyst
- ◆ Data Entry Specialist
- ◆ Administrative Specialist
- ◆ Virtual Assistant/Reception
- ◆ Administrative Assistant

**Government Grants & Financial Assistance
up to \$28,000 may be available.**

Contact Us: 416-422-5627 | 647-494-5544

Email Us: info@aolccnorthyork.com

Visit Us: 29 Gervais Drive, North York ON. M3C 1Y9

Administrative Assistant Diploma Program

Program Objective

The Administrative Assistant diploma program introduces students to office administration and its many facets in the business world. This program provides graduates with the necessary skills to compile, verify, record, and process forms and documents, such as applications, agreements, and letters, in accordance with established procedures, guidelines, and schedules. Students will have the opportunity to learn today's most popular office software applications.

Duties & Responsibilities

- ◆ Performing a variety of administrative and clerical functions
- ◆ Preparing reports
- ◆ Assisting with overall departmental functions
- ◆ Maintaining supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- ◆ Booking travel arrangements
- ◆ Submitting and reconcile expense reports
- ◆ Providing general support to visitors
- ◆ Providing information by answering questions and requests
- ◆ Taking dictation
- ◆ Researching and creating presentations
- ◆ Generating reports
- ◆ Handling multiple projects
- ◆ Organizing and scheduling meetings and appointments
- ◆ Maintaining contact lists
- ◆ Producing and distributing correspondence memos, letters, faxes and forms
- ◆ Assisting in the preparation of regularly scheduled reports
- ◆ Answering and directing phone calls
- ◆ Taking dictation

Competencies and Core Courses

- ◆ **Keyboarding**
Minimum 40 words per minute (WPM)
- ◆ **Operating System**
Basic level of proficiency in a Windows operating system
- ◆ **Word Processing**
Advanced level of proficiency in Microsoft Word
- ◆ **Spreadsheets**
Intermediate level of proficiency in Microsoft Excel
- ◆ **Database Management**
Basic level of proficiency in Microsoft Access
- ◆ **Graphics/Presentation**
Basic level of proficiency in Microsoft PowerPoint
- ◆ **Office Skills**
Office Procedures Level 1 and Level 2, Internet Fundamentals, Personal Computer Fundamentals for End Users, basic level of proficiency in Microsoft Outlook, and Basic Bookkeeping Level 1 and Level 2
- ◆ **Business Skills**
Customer Service, Business Math, Business Correspondence Level 1 and Level 2, and Grammar Essentials for Business Writing
Job Readiness/Employability Skills Job Search & Résumé Writing

Career Opportunities

Skilled Administrative Assistants are in great demand in both large corporations and small independent businesses. All employers in all industry sectors require staff that possess strong office and software-related skills to perform their administrative functions. Administrative Assistants may move into supervisory office positions as their careers progress.

- ◆ Executive Assistant
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- ◆ Business Analyst
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