



Academy of Learning

CAREER COLLEGE

Project Administration Diploma Program



CAREER OPPORTUNITIES:

- ♦ **Administrative Officer**
- ♦ **Administrative Services Coordinator**
- ♦ **Business Services Officer**
- ♦ **Implementation Officer**
- ♦ **Office Coordinator**
- ♦ **Planning Officer**
- ♦ **Public Trustee**

**Financial Assistance may be available
for those who qualify.**

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

Email Us: info@aolccnorthyork.com

Visit Us: 29 Gervais Drive, North York ON. M3C 1Y9I

Project Administration Diploma Program

Program Objective

Project Management is a function of business that is growing in relevance, recognition, and scope. The Project Administration program is positioned as an entry-level access point to this profession and will give students a competitive advantage in this untapped market segment. The program provides the basic foundation towards industry certification through the Project Management Institute (PMI), specifically the Certified Associate in Project Management (CAPM) designation. This certification will give students opportunities for career growth and advancement. This program provides students with:

- ◆ The knowledge and skills necessary to lead and/or assist in the coordination and/or administration of projects for a variety of business sectors
- ◆ The basic foundation towards industry certification through the Project Management Institute (PMI), specifically the Certified Associate in Project Management (CAPM) certification
- ◆ Professional skills in high demand by employers, including negotiating, decision making, team-work, communication, customer service, leadership, research, and problem solving
- ◆ A solid knowledge of project administration and management practices and principles
- ◆ Proficiency in Microsoft Office applications

Career Opportunities

- ◆ Administrative Officer
- ◆ Administrative Services Coordinator
- ◆ Business Services Officer
- ◆ Implementation Officer
- ◆ Office Coordinator
- ◆ Planning Officer
- ◆ Public Trustee

Duties and Responsibilities

Project Administrators perform a wide range of project management support and administrative duties. Specific job duties vary with education and experience. Duties may include:

- ◆ Monitoring project progress and address potential issues
- ◆ Coordinating quality controls to ensure deliverables meet requirements
- ◆ Measuring and reporting on project performance
- ◆ Acting as the point of contact for all participants
Scheduling regular meetings and record decisions
- ◆ Breaking projects into doable tasks and setting time-frames and goals
- ◆ Creating and updating workflows
- ◆ Conducting risk analyses

Competencies and Core Courses

- ◆ **Word Processing**
Advanced level of proficiency in Microsoft Word
- ◆ **Spreadsheets**
Intermediate level of proficiency in Microsoft Excel
- ◆ **Office Skills**
Office Procedures Levels 1 and 2, Basic Bookkeeping Level 1, basic level of proficiency in Microsoft Outlook, and Internet Fundamentals
- ◆ **Graphics/Presentation**
Advanced level of proficiency in Microsoft PowerPoint
- ◆ **Business Skills**
Business Essentials, Business Verbal Communication, Business Negotiations & Contracts, Business Financial Management, Business Supervisory Skills, Business Presentations, Business Correspondence Level 1 and Level 2, Grammar Essentials for Business Writing, Business Math, Customer Service, Project Level 1 and Level 2, Management Fundamentals, and Project Management Fundamentals Levels 1 and 2
- ◆ **Job Readiness/Employability Skills**
Job Search and Résumé Writing and Employment Success Strategies
- ◆ **Operating Systems**
Basic level of proficiency in a Windows operating system



Academy of Learning

C A R E E R C O L L E G E

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

Email Us: info@aolccnorthyork.com

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