



Administrative Assistant Diploma Program



CAREER OPPORTUNITIES

- Executive Assistant
- Project Coordinator
- Business Analyst
- Data Entry Specialist
- Virtual Assistant/Reception
- Administrative Assistant
- Office Administrator
- Executive Secretary
- Sales Associate
- Operations Coordinator
- Project Manager
- Office Manager

**Government Grants, Scholarships, and Financial Aid
May be Available For Those Who Qualify**

AOLCC North York Campus:

☎ 647-494-5544
✉ info@aolccnorthyork.com
📍 29 Gervais Drive, North York, ON. M3C 1Y9

AOLCC Oshawa Campus:

☎ 647-494-7766
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📍 9 Bagot Street, Oshawa, ON. L1H 1M9

Administrative Assistant Diploma Program

Program Objectives

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
- Submitting and reconcile expense reports
- Providing general support to visitors
- Providing information by answering question 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

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.

Administrative Assistants may move into supervisory office positions as their careers progress.

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- Data Entry Specialist
- Administrative Specialist
- Virtual Assistant/Reception

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