

Administrative Assistant



Program Objective

The Administrative Assistant Program gives students the foundation to work in an office environment by developing personal competencies and skills in computerized office functions. The program provides students with well-developed secretarial skills and a full range of supervisory and administrative skills. It also covers note-taking, effective communication and leadership skills.

Program Information

Start Date: Weekly

Length: 40 Weeks

Class Times: Flexible Hours - mornings, afternoons, evenings and Saturdays

**Online studies also available*

Admission Prerequisites

- Grade 12 or equivalent
- Successful completion (at least 75%) of an entry test to determine general readiness for learning
- An interview with an admissions officer to determine the apparent appropriateness of training related to the potential student's needs and aptitudes

Financial Assistance

Students registered in the full-time and part-time programs may apply for financial assistance under the Canada Student Loan Act. In addition, students may be eligible for Service Canada Sponsorship.

Credit for Previous Training

Credit for previous training and education may be awarded to students who are able to successfully complete examinations which demonstrate proficiency in specific skill areas.

Graduate Opportunities

Small/Large Business
Service Industries
Government
Private Sector (Real Estate, Utilities, Insurance)

Job Placement-OJT

All students registered in full-time programs will be provided with a job placement to use their skills in a practical work setting and gain further knowledge as it relates to the real world of work.

University Partnerships

Academy of Learning has signed agreements with the University of Windsor, University of Phoenix, Meritus University and Athabasca University which allow students to gain advanced standing toward degree-granting programs.

Student Comments

"The Academy of Learning provided me with the skills and knowledge needed to become a successful Administrative Assistant. The high success rate of students in their chosen careers along with the welcoming atmosphere convinced me that the Academy of Learning was perfect school for me."
Amanda O'Brien

"I chose Academy of Learning because of the friendly staff and the flexible hours. It's a very positive and enjoyable learning environment."
Amanda Walsh

About the Academy

One of the fastest growing colleges, with campuses across Canada as well as Global locations. Academy of Learning is one of the largest, private post-secondary career colleges.

As a unique computer and business training college specializing in computer applications, information technology, business skills, and healthcare training, we prepare individuals to meet the increasing needs of the business community.

On Prince Edward Island there are three locations to choose from.

Charlottetown - 55 Grafton Street
Phone: 902-894-8973

Montague - 539 Main Street.
Phone: 902-361-8973

Summerside - 10 Slemon Park Drive
Phone: 902-436-9889

Areas of Study

This program will provide students with the following areas of study in preparation for employment in the field of Administration.

Course Credits	
Operating Systems	Windows Introduction
	Windows Advanced
Software Credits	Introduction to Keyboarding
	Keyboard Skill Building Level I
	Keyboard Skill Building Level II
	Microsoft Word Level I
	Microsoft Word Level II
	Microsoft Word Level III
	WordPerfect Level I
	Microsoft Excel Level I
	Microsoft Excel Level II
	Microsoft Access Level I
	Microsoft PowerPoint Level I
	Microsoft Outlook Level I
	Microsoft Outlook Level II
	Internet Training
Business Applications	Business Correspondence Level I
	Business Correspondence Level II
	Workplace Success
	Office Procedures Level I
	Office Procedures Level II
	Business Math Skills and Applications
	Business English and Grammar
Office Simulations	
Career Preparation	Job Search
	On-The-Job Training



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