



# ADMINISTRATIVE ASSISTANT .

## COURSE OVERVIEW.

Our exciting 16-week Diploma Program covers all the bases necessary to kick-start your career in business. Program focuses on the use of office applications relating to digital marketing & social selling, office communication, accounting and essential skills needed to thrive in today's modern business & technology driven environment.

Our Administrative Assistant Diploma program will qualify graduates to pursue exciting career opportunities within the role(s) of Administrative Assistant, Office Assistant and/or Executive Office Assistant.

## ENTRY REQUIRMENTS

- + Live Online or in Person Interview
- + 18 year of age or older
- + An Ontario Secondary School Diploma or equivalent, or Mature Students that pass a Wonderlic Scholastic Level Exam.
- + IELTS of 5.5 or equivalent for Non-native English speakers or successfully pass an Ontario College of Business & Law ESL Basic & ESL
- + Advance with a min. passing grade average of 60%
- + Post-secondary diploma, degree or a certificate from another country is considered an equivalent to an Ontario Secondary School Diploma if assessed at an Ontario OSSD level by a recognized assessment service such as World Education Service at
- + [www.wes.org/ca](http://www.wes.org/ca) University of Toronto, School of Continuing Studies, Comparative Education Service at [www.learn.utoronto.ca/ces](http://www.learn.utoronto.ca/ces)
- + International Credential Assessment Service at [www.icascanada.ca](http://www.icascanada.ca)

PROGRAM  
LENGTH

**4**

MONTHS

**16** WEEKS

TIME  
COMMITMENT

**16**

WEEKS

**320** HOURS



## LEARNING OUTCOMES.

AFTER THIS COURSE, YOU WILL BE ABLE TO:

- + Maintain workflow by studying methods; implementing cost reductions; and developing reporting procedures.
- + Create and revise systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
- + Develop administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- + Resolve administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- + Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- + Provide information by answering questions and requests.
- + Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies.

EARN  
BETWEEN  
**\$18-\$35**  
CAD/HOUR



## CONTACT DETAILS.

✉ [info@myontariocollege.com](mailto:info@myontariocollege.com)

☎ (416) 265-5343

🌐 [www.myontariocollege.ca](http://www.myontariocollege.ca)

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## COURSE DETAILS.

- + Program Code: AA
- + College: Ontario College of Business and Technology
- + Credential: Ontario College Graduate
- + Diploma Program Type: Diploma program
- + Program Length: 16 weeks / Full Time
- + Program Hours: 320 hrs.
- + Days: Monday to Sunday
- + Class Hours options: Morning / Evening
- + Start Date: Fall, Winter, Summer

## TUITION.

- + Tuition Fee: \$2,000
- + International Students: \$2,500
- + Application Fees: \$500

## CURRICULUM.

1	Introduction to International Business	40 hrs	IB-AA
2	Computer Applications	80 hrs	CA-AA
3	Business Communication	40 hrs	BC-AA
4	Business Marketing	40 hrs	BM-AA
5	Digital Marketing & Social Selling	40 hrs	DMSS-AA
6	Business Accounting	80 hrs	BA-AA





## SETTLEMENT SERVICES.

A SETTLEMENT SERVICE IS ALSO AVAILABLE FOR A FEE:

- + Airport Pick-up
- + Arranging accommodation
- + Assisting in application for Social Insurance Number (SIN Card) – SIN Card enable you to work in Canada during the term of your study
- + Assisting in opening a bank account
- + Media services (introducing internet/cell phone providers)
- + Neighborhood support services (community, religion and social events)
- + All related services to help you settle into the Canadian student culture

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