



Office Administration - General



Become an Office Administrator!

This program will equip you with the skills that are required for working in a variety of office settings, including large corporations, small businesses, non-profit organizations and government agencies.

Common duties of office administrators include allocating work assignments, setting deadlines, maintaining office equipment, ordering office supplies, training employees, evaluating work performance, formulating and implementing company policies.

If you like working with people, are highly organized and good at multi-tasking, this is the job for you!

You will gain a solid education in:

- Introduction to Microsoft Word (50 hours)
- Introduction to Microsoft Excel (50 hours)
- Introduction to Microsoft PowerPoint (20 hours)
- Professionalism (32 hours)
- Career Management (12 hours)
- Business Communications (60 hours)
- Office Procedures (20 hours)
- Accounting Fundamentals (125 hours)
- QuickBooks (70 hours)

Program Duration

Regular - 17 weeks at 5 hours per day
Express - 12 weeks at 6 hours per day

Employment Opportunities

Upon successfully completing the Office Administration Diploma, graduates can expect to pursue a career in the many administrative positions available in either a large corporation or a small business.

Career Options:

- Administrative Assistant
- Administrative Clerks



- Administrative Support Clerks
- Receptionist
- Front Desk Clerks
- Data Entry Clerks and more.

Prerequisites

- Ontario Secondary School Diploma, General Education Diploma or Mature Student Status
- Successful interview with the Registrar

Create your financial security by learning these valuable skills that are needed in every community! Financial Aid, including monthly payment plans are available.

Get Job Ready in as Little as 12 Weeks.

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