

OFFICE SKILLS

(One Year (8 months) Post-Secondary Program)

Please read and think about the following information below carefully to decide whether this program is a good fit for you. This information may change and is simply intended to offer you a helpful perspective on what you will experience in this program.

- Orientation:** Typically, during the last week of August (**Required** for all students).
- Program Dates:** Two 4 month terms, depending on start date.
- Scheduled Breaks:** Last week of December and first week of January (two weeks); first week of March (one week). Check your registration for exact dates.
- Post-Graduation Work Permit length:** Up to 8 months.
- Schedule:** Monday to Friday as early as 8:00 a.m. and as late as 6:00 p.m.
- Campus Location:** 1430 Victoria Avenue East, Brandon, Manitoba. See campus information [here](#)

What You'll Study:

All students will complete a "College Foundations" online course to develop the skills and attitudes of a successful Canadian student and employee.

Study courses in computer software, accounting, communications, mathematics and office procedures. Approximately half of your classes will be computer software classes. You will learn word processing, spreadsheet and presentation software and prepare many sample documents and presentations. You will develop your keyboarding speed to 55 words per minute (with a maximum of 3 errors).

See course descriptions on the [Office Skills](#) program page under 'Courses and Costs'.

How You'll "Learn By Doing"

- You will need to be very comfortable with the Windows operating system and capable of learning to use **new** software programs and other technology, quickly and correctly. If you have doubts, try quizzes here: <https://www.digitalliteracyassessment.org/> If you have difficulty with these quizzes, Office Skills may not be a good choice for you.
- Much of the learning will **not** be "lecture style". You will work on projects, case studies and simulations, often in groups. This will also help you develop skills and attitudes in teamwork, problem-solving and professionalism.
- You will practice writing business documents, including proofreading and correcting your own and other people's writing errors. You will need good "attention to detail".
- You will research and write term papers.

What You'll Need to Do to Graduate

- Attend all classes and activities. Arrive on time every day. Participate fully and ask questions.
- Ask instructors or advisors for help when you need it, and ask for help early!
- Purchase all required books and supplies, in time for *first day* of each course.
- This is a “Bring Your Own Device” program. See information about this [here](#). If you do not have a compatible laptop or tablet now, this will be an extra cost for you.
- Work co-operatively in teams and behave respectfully towards all students, staff and partners.
English only.
- **No cell phones** during class activity.
- Practice all skills until you can demonstrate “mastery”. Complete all homework, review class notes, turn notes into study questions, plan your study schedule, and meet with a partner or group to practice tasks.
- To graduate, you must pass all courses **and** have a grade point average (GPA) of C (60%). Passing many courses with only a D (50%) can make your GPA too low to graduate. Re-testing is generally not an option. If you fail a course, it may not be available again until the following year.
- All English skills (reading, writing, listening, speaking) are important. Evaluation will include speed timings, tests, group projects, presentations, public events and research papers.
- Complete all evaluations.
- **Do your own work.** Cheating, not referencing sources of your ideas, or using other people’s work could result in failing grades/suspension. See Policy A25 from this Academic Policies [link](#).

How Assiniboine College Can Help You

- Trained instructors will share their knowledge and experience from the industry, and will give you frequent and specific feedback on your progress.
- Learning Commons staff available to assist with study skills, like test-taking and writing papers.
- Student advising staff can offer support for personal issues.

Job Options for Graduates

- Entry level positions in a variety of roles including administrative assistant, general office clerk, customer service representative or word processor operator. A wide assortment of businesses and agencies will need your skills.
- Possible jobs on Manitoba In-Demand Occupations list: [1241 – Administrative assistants](#)

Other Important Information

Graduates of the Office Skills certificate are eligible to apply for year two of the [Legal Administration](#), [Medical Administration](#) or [Office Management](#) diplomas—IF a seat is available. A new application form is required, but the application fee is waived.

Through the International Association of Administrative Professionals (IAAP), graduates/students may write examinations for the Certified Professional Secretary (CPS) designation.