OFFICE SKILLS

8-MONTH CERTIFICATE

Are you a motivated person with a knack for solving problems? Enter today's fast-paced office environment. Get to work quickly with the Office Skills certificate program.

Why should you choose a career in Office Skills?

1 Prepare for everything

This program prepares you for the constant change in business by emphasizing relevant computer courses in accounting, mathematics and communications. You will graduate with the confidence and the skills needed to be versatile, responsive and professional in workplaces that never stop. If you are just starting a career or if you are looking to update previous education and experience, this program is the perfect fit.

2 Stay on top of it all

Office environments in today's world are part of highly automated, complex organizations that require administrative personnel who are skilled professionals that can meet all of the demands of their position. This program will put you on a path towards a limitless selection of careers.

3 Master many skills

Today's offices needs people who know about the latest software and technology. But it's not all at a keyboard—careers in office administration demand teamwork, problem-solving, professionalism and accuracy. A wide assortment of agencies, businesses and organizations will seek your skills, giving you the potential for advancement.

4 Get to work

Be ready to start your career in a variety of roles including administrative assistant, general office clerk, customer service representative or word processor operator. If you are combining this certificate program with previous experience or education, you may even choose to operate your own business.

FULL-TIME, ON-CAMPUS TIMELINE:

SEPTEMBER	JANUARY	JUNE
Fall term begins	Winter term begins	Graduation

Program delivery options: Victoria Avenue East Campus

CAREER OPPORTUNITIES

Graduates find employment as front-line workers in any organization; administrative assistant, customer service representative or word processing specialist.

ADMISSION REQUIREMENTS

• A complete Manitoba Grade 12 or equivalent
• English 40G/40S or equivalent
• Consumer/Essential Mathematics 40S or equivalent

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See **assiniboine.net/elp** for more information.

UNIQUE LEARNING EXPERIENCES

• Modern, well-equipped computer laboratories with the latest software
• Extensive, hands-on learning
• Industry-based practicum provides real-life experiences

GRADUATION REQUIREMENTS

To graduate with an Office Skills certificate, students must successfully complete 60 academic credits.

The minimum passing grade for each course is indicated on the course outline.

Graduates of the Office Skills certificate are eligible to enter directly into year two of the Legal Administration, Medical Administration or Office Management diplomas. A new application form is required; the application fee is waived.

CONNECTIONS

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

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up-to-date information on agreements, visit **assiniboine.net/registrar** or the program page.

PROGRAM FEES (DOMESTIC ONLY)

Tuition, fees and Students' Association fees total approximately **$3,990**.

Estimated cost for books and supplies is **$1,040**.

All fees are estimated and subject to change without notice.

COURSES 2020-21

NUMBER	COURSE TITLE	CREDITS
Required courses for the certificate and year one of the diploma programs		
COMP-0556	Accounting Software	6
ACCT-0003	Financial Accounting 1	6
COMM-0372	Office Communications 1	6
MATH-0104	Office Mathematics	6
OFAD-0022	Office Procedures 1	6
PSSY-0004	Organizational Behaviour	6
COMP-0563	Presentations and Promotions	6
COMP-0564	Software Applications 1	6
COMP-0129	Word Processing 1	6
COMP-0046	Word Processing 2	6

*Note: Timelines, applicable industry experience, and teaching methodology will depend on program delivery choice; program information sheets subject to change without notice. Visit **assiniboine.net** for the most up-to-date information.*

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.
For more information on this program,
visit **assiniboine.net/officeskills**.

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ASSINIBOINE COMMUNITY COLLEGE