

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.

CAMPUS/DELIVERY OPTIONS

-  Victoria Avenue East Campus
-  Parkland Campus (*every other year*)

AVAILABLE INTAKES

-  September
-  January

WORK PLACEMENT(S)

-  N/A

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.

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to assiniboine.net/tech for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- » Utilize industry-standard software programs
- » Extensive, hands-on learning

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/articulation or the program page.

PROGRAM FEES (DOMESTIC ONLY)

Tuition: **\$3,090** Course fees: **\$950**
Students' Association fees: **\$440**
Estimated textbooks, tools and supplies: **\$1,350**

All fees are estimated and subject to change without notice. For international program pricing, if/when applicable, please visit assiniboine.net.

COURSES 2022-23

NUMBER	COURSE TITLE	CREDITS
<i>Required Courses for the certificate and year one of the diploma programs</i>		
COMP-0556	Accounting Software	6
PEDV-0356	College Foundations	0
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.