



**PETERS  
SCHOOL**  
Business



# Office Skills

8-Month Certificate

Eligible for  
**FINANCIAL AID  
& AWARDS**

Master essential office skills with our comprehensive college program. Gain proficiency in administrative tasks, software applications, and communication strategies, equipping you for success in today's dynamic workplace.

## PROGRAM LEARNING OUTCOMES

- Utilize Microsoft Office, accounting software, and other industry-standard software programs for a variety of administrative tasks.
- Use communication and interpersonal skills to interact professionally with colleagues and clients.
- Apply problem-solving techniques to resolve complex issues that may arise in office settings.
- Demonstrate accuracy and attention to detail in administrative tasks.
- Utilize time-management and organizational skills to manage tasks and responsibilities efficiently.
- Present information clearly and concisely in a variety of formats.
- Anticipate and action solutions to needs of the office.
- Maintain professionalism while working towards tight deadlines in a fast-paced environment.

## You might be a good fit for this program if you would enjoy:

- Being detail-oriented and organized.
- Interacting with and helping people on a regular basis.
- Using computers and various software programs in the office environment.
- Working in a fast-paced and dynamic environment.
- Working independently and as part of a diverse team.



**Campus/Delivery Options**  
Victoria Avenue East campus



**Available Intakes**  
September



**Work Integrated Learning**  
Learn by Doing

## EXPECTATIONS

### Program and Industry

- Be reliable, punctual, and regularly attend work.
- Communicate effectively with team members and clients.
- Continually seek and be open to feedback and critiques.
- Listen to directions and act on them accordingly.
- Maintain professionalism, attention to detail and quality of work under tight deadlines and in a fast-paced environment.
- Manage projects and time effectively, meeting deadlines and delivering work within industry standards and best practices.
- Work collaboratively with team members and contribute effectively to group projects.
- Perform static tasks, such as sitting and using a computer.
- Perform physical tasks, such as operating and maintaining small equipment.
- Use and keep up to date with changes in technology and be willing to continuously learn and adapt.
- Work in a collaborative team environment or independently as the situation requires.
- Take ownership of your work and be accountable for meeting deadlines, communicating progress, and solving problems independently as they arise.
- Maintain confidentiality and adhere to privacy policies and regulations.
- Demonstrate flexibility and adaptability to changes in the work environment.

## CAREER OPPORTUNITIES

- Administrative assistant
- Customer service representative

## ADMISSION REQUIREMENTS

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

# NEXT STEPS

Confidence in the career path you choose to embark on is key and selecting the right program for you is the first step. At Assiniboine, we offer an opportunity to explore and experience a program before applying. Choose to:

### SPEND A DAY WITH US

Our Spend a Day program runs from November to March for most programs. When you spend a day at Assiniboine, we partner you with a current student in the program of your choice so you have the opportunity to:

- Participate in classroom activities
- Experience college life
- Explore all of our helpful services for students
- Meet current college students and instructors
- Enjoy a free lunch on us!

### ATTEND AN ONLINE INFO SESSION

Our free, live online information sessions give you the inside scoop on the program you're interested in and life at Assiniboine. Register in advance and from the comfort of your own home, log in to learn about Assiniboine.

[assiniboine.net/experienceassiniboine](https://assiniboine.net/experienceassiniboine)



Ready to start?  
**APPLY NOW!**