

Administrative Skills

Certificate

This comprehensive certificate program equips students with the skills required to excel in administrative support roles across a range of professional settings. Through applied learning and practical training, students develop expertise in office procedures, professional communication, business writing, and workplace technology.

PROGRAM LEARNING OUTCOMES

- ▶ Apply core office procedures effectively, including scheduling, recordkeeping, supply management, and reception duties.
 - ▶ Communicate professionally in verbal, written, and digital formats with colleagues, clients, and supervisors
 - ▶ Produce and format business documents such as emails, letters, memos, reports, agendas, and presentations with accuracy and professional tone
 - ▶ Use office technology and digital tools proficiently, including word processing, spreadsheets, databases, cloud platforms, and collaboration software
 - ▶ Apply advanced technology skills, including document security, troubleshooting, accessibility standards, and social media for workplace communication
 - ▶ Demonstrate workplace professionalism, including time management, adaptability, initiative, ethics, collaboration, and accountability
 - ▶ Perform basic financial and administrative tasks, such as invoicing, payroll support, bookkeeping, and compliance with confidentiality requirements
 - ▶ Provide excellent client and customer service, responding to inquiries and resolving challenges with empathy and professionalism
 - ▶ Prepare for career entry, including resume and cover letter development, interview skills, online professional presence, and goal setting
- For a full list of program learning outcomes, visit assiniboine.net/adminskills.

A CAREER IN THIS FIELD IS A GOOD FIT FOR YOU IF YOU WOULD ENJOY OR HAVE...

- ▶ Organizing and managing office tasks, schedules, and resources.
- ▶ Communicating clearly and professionally in written, verbal, and digital formats.
- ▶ Using technology and digital tools to complete tasks efficiently.
- ▶ Providing excellent customer or client service and working collaboratively.
- ▶ Preparing for a professional career and developing your skills for the workplace.



Campus/Delivery Options

Online



Available Intakes

Monthly



Course Load

Part-time

0825

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.

GRADUATION REQUIREMENT

To receive an Administrative Skills certificate, students must successfully complete 66 academic credits and 3 practical credits.

PROGRAM FEES

Tuition, fees and Students' Association fees total approximately \$9,500.

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

COURSES

NUMBER	COURSE TITLE	CREDITS
COMM-0442	Business Writing & Documents 1	6
COMM-0443	Business Writing & Documents 2	6
PEDV-1004	Career Prep Essentials	3
WRKP-0094	Client & Customer Service	6
BUSN-0271	Financial Procedures & Records	6
OFAD-0029	Office Procedures 1	6
OFAD-0030	Office Procedures 2	6
COMM-0444	Workplace Communication	6
WRKP-0095	Workplace Success Skills	6
COMP-0675	Workplace Technology 1	6
COMP-0676	Workplace Technology 2	6
PRAC-0460	Practicum	3

**Registration deadline is the 20th of the month prior*

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

Complete your online application!
assiniboine.net/apply

Continuing Studies Program & Course Guide

From career upgrades to personal growth, our flexible and accessible courses are designed to fit your life. Whether you're exploring a new field or sharpening your skills, there's something for everyone.



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