

OFFICE PROFESSIONAL

16-Month Certificate

Gain the skills to thrive in today's fast-paced office environments, from mastering software applications and payroll to managing financial records and HR tasks. Develop critical thinking, problem-solving, and time management abilities that prepare you for leadership roles across a variety of industries.

PROGRAM LEARNING OUTCOMES

- ▶ Evaluate and select appropriate software applications to facilitate office operations and manage information effectively, ensuring data security and confidentiality
- ▶ Maintain human resources policies and practices, including recruitment, training, performance evaluation, and professional development programs.
- ▶ Understand the legal and ethical implications of workplace policies and practices, ensuring compliance with relevant legislation and regulations.
- ▶ Process payroll transactions to comply with government and organizational requirements.
- ▶ Apply critical thinking, problem solving, and time management skills to efficiently address challenges and manage tasks in a fast-paced, high pressure office environment.
- ▶ Demonstrate accuracy and attention to detail in administrative tasks.
- ▶ Manage financial records, process transactions, and support business operations in an office setting.
- ▶ Present information clearly and concisely in a variety of formats.
- ▶ Utilize Microsoft Office, accounting software, and other industry standard software programs for a variety of administrative tasks.

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

- ▶ Being detail oriented and organized.
- ▶ Using computers and various software programs in the office environment.
- ▶ Working independently and meeting deadlines.
- ▶ Interacting with the public and providing excellent customer service.
- ▶ Managing multiple tasks, projects and deadlines simultaneously.



Campus/Delivery Options
Victoria Avenue East campus



Available Intakes
September



Work Integrated Learning
8 weeks

EXPECTATIONS

Program and Industry

- ▶ A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.
- ▶ Adjust work style to meet the needs of different situations or people.
- ▶ Communicate effectively with team members and clients.
- ▶ Work collaboratively with team members and contribute effectively to group projects.
- ▶ Maintain professionalism, attention to detail and quality of work under tight deadlines and in a fast-paced environment.
- ▶ Display strong problem-solving skills to address issues as they arise and develop creative solutions to complex problems.
- ▶ Be reliable, punctual and regularly attend work.
- ▶ Continually seek and be open to feedback and critiques.
- ▶ Listen to direction and act on that accordingly.
- ▶ Manage projects and time effectively, meeting deadlines and delivering work within industry standards and best practices.
- ▶ 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

- ▶ Office Assistant
- ▶ Receptionist
- ▶ Administrative Assistant
- ▶ Administrative Clerk
- ▶

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 and you will 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!

assiniboine.net/spendaday

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/infosessions



Ready to Start?
APPLY NOW!



assiniboine.net/officepro