



Administrative Studies Diploma

Graduates from this program are prepared with the skills needed to secure a position in the office administration field.

Program Contents

- File Management
- Office Integration
- Office Procedures
- Accounting Concepts
- Bookkeeping
- Computerized Accounting
- Business Communications
- Career Management
- Customer Service
- Windows Environment
- MS Office Suite

Admission Requirements

- Grade 12 (or equivalent) or Mature student status
- Successful completion of a literacy and logic test
- Good command of the English language

Duration

- 26 week program
- 25 hours/week

Tuition Cost

\$6,890.00*

*Does not include books and other fees

Acquired Skills

- Core knowledge of database management using Access
- Proficiency in using e-mail with Outlook
- Ability to make effective presentations using PowerPoint
- Competency utilizing accounting software packages
- Enhanced analytical skills
- Confirmed supervisory skills
- Ability to communicate affectively
- Advanced word processing and spreadsheet procedures using Word and Excel

Career Opportunities

- Administrative Assistant
- Data Entry Clerk
- Executive Assistant
- Office Administrator
- Office Clerk
- Office Manager
- Office Receptionist
- Post Office Clerk
- Retail Clerk
- Secretary
- Computerized Accounting Clerk
- Customer Service Representative

Location(s)

Mississauga Campus

190 Robert Speck Parkway
Mississauga, ON L6Z 3K3
Phone: 905•949•9400

Burlington Campus

460 Brant Street Suite 26
Burlington, ON L7R 4B6
Phone: 905•637•3415

Administrative Studies Diploma can be taken as a stand-alone program or in conjunction with a medical, dental or legal elective

Call Now & Start Your Success Today!