



# ADMINISTRATIVE ASSISTANT.

## COURSE OVERVIEW.

Our exciting 16-week Diploma Program covers all the bases necessary to kick-start your career in business. Program focuses on the use of office applications relating to digital marketing & social selling, office communication, accounting and essential skills needed to thrive in today's modern business & technology driven environment.

Our Administrative Assistant Diploma program will qualify graduates to pursue exciting career opportunities within the role(s) of Administrative Assistant, Office Assistant and/or Executive Office Assistant.

## ENTRY REQUIRMENTS

- + Live Online or in Person Interview
- + 18 year of age or older
- + An Ontario Secondary School Diploma or equivalent, or Mature Students that pass a Wonderlic Scholastic Level Exam.
- + IELTS of 5.5 or equivalent for Non-native English speakers or successfully pass an Ontario College of Business & Law ESL Basic & ESL
- + Advance with a min. passing grade average of 60%
- + Post-secondary diploma, degree or a certificate from another country is considered an equivalent to an Ontario Secondary School Diploma if assessed at an Ontario OSSD level by a recognized assessment service such as World Education Service at [www.wes.org/ca](http://www.wes.org/ca)
- + University of Toronto, School of Continuing Studies, Comparative Education Service at [www.learn.utoronto.ca/ces](http://www.learn.utoronto.ca/ces)
- + International Credential Assessment Service at [www.icascanada.ca](http://www.icascanada.ca)

PROGRAM  
LENGTH

4

MONTHS

16 WEEKS

TIME  
COMMITMENT

16

WEEKS

320 HOURS



## LEARNING OUTCOMES.

AFTER THIS COURSE, YOU WILL BE ABLE TO:

- + Maintain workflow by studying methods; implementing cost reductions; and developing reporting procedures.
- + Create and revise systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
- + Develop administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- + Resolve administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- + Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- + Provide information by answering questions and requests.
- + Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies.

EARN  
BETWEEN  
**\$18-\$35**  
CAD/HOUR



## CONTACT DETAILS.

✉ registrar@myocbl.ca

☎ 416.265.COLLEGE (5343 416)

🌐 myontariocollege.ca

# ADMINISTRATIVE ASSISTANT.



## COURSE DETAILS.

- + Program Code: GBAD
- + School: The Business School
- + Credential: Ontario College Graduate
- + Diploma Program Type: Diploma program
- + Program Length: 4 months/16 weeks/Full Time
- + Program Hours: 320 hrs.
- + Days: Monday to Friday
- + Hours: 8:30 am-1 pm or 1:30 pm-6 pm or 6 pm-10 pm
- + Start Date: Fall, Winter, Summer

## TUITION.

- + Domestic Students: \$12,500
- + International Students: \$12,500
- + Non-refundable application fee (international): \$250
- + Non-refundable application fee (domestic): \$250
- + Books: \$1,000

## CURRICULUM.

1	Introduction to International Business	40 hrs	IB-GBMD
2	Computer Applications	80 hrs	CA-GBMD
3	Business Communication	40 hrs	BC-GBMD
4	Business Marketing	40 hrs	BM-GBMD
5	Digital Marketing & Social Selling	40 hrs	DMSS-GBMD
6	Business Accounting	80 hrs	BA-GBMD



## SETTLEMENT SERVICES.

A SETTLEMENT SERVICE IS ALSO AVAILABLE FOR A FEE:

- + Airport Pick-up
- + Arranging accommodation
- + Assisting in application for Social Insurance Number (SIN Card) – SIN Card enable you to work in Canada during the term of your study
- + Assisting in opening a bank account
- + Media services (introducing internet/cell phone providers)
- + Neighborhood support services (community, religion and social events)
- + All related services to help you settle into the Canadian student culture

## HEALTH COVERAGE FOR INTERNATIONAL STUDENTS.

You must have insurance to cover the cost of medical care while you are studying with us. Please visit [www.tripcover.ca](http://www.tripcover.ca) to obtain an instant personal quote coverage.

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