

Transitions College

of Business & Career Studies

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OFFICE ADMINISTRATIVE ASSISTANT DIPLOMA COURSE

Description:

An individual that is employed as an Office Administrative Assistant may be called upon to perform duties that include creating and organizing office documents, scheduling meetings, preparing agendas and minutes to meetings, handling telephone calls, even administering bookkeeping functions. He/she may also provide services such as making or receiving payments and processing requests for services. The Office Administrative Assistant is employed by private and publicly owned businesses in almost all industries.

Details:

- 400 hours in class
- Course runs for 20 weeks (20 hours per week, 8:30am – 12:30pm, Monday through Friday)
- Continuous intake
- Maximum of 10 students per class
- Passing Grade (70% at mid & final point)
- College Diploma issued upon successful completion of course
- A minimum enrollment of three students is required to hold this program
- Completion of homework is required

Office Administrative Assistant Diploma Course Topics Include

- Office technology skills and keyboarding
- Essential human relations and service provision skills
- Introduction to Communication Essentials: Communicating/Working with others
- Professional office organization and procedures
- Preparation of office documents
- Meetings preparation and recording, scheduling and travel
- Introduction to bookkeeping

