



# OFFICE MANAGEMENT



**2-YEAR  
DIPLOMA**

Are you ready to lead the team? Take charge of your future and prepare for an exciting and challenging career as an administrative professional.



## Why should you choose a career in Office Management?

- 1 Define your competitive advantage**  
 Modern office environments are automated and complex. Become a valuable employee on all matters related to software, bookkeeping, human resources and communication. Receive a well-rounded skill set that makes you adaptable to change and ready to conquer everyday challenges in the workplace. Your leadership skills will allow you to keep a team focused and productive.
- 2 Develop a complete skill set**  
 Gain advanced training in office procedures while developing your managerial skills. As a graduate, you will be comfortable balancing the technical requirements of your career with the softer skills of team management and leadership. The Office Management program offers elective study, providing you with the opportunity to customize your credentials in areas of interest.
- 3 Gain valuable industry connections**  
 The Office Management program is supported by extensive industry connections. Benefit from entry-level workplace experience during your studies, connecting with potential employers before you graduate. Get an early start on your career goals by making connections while you are still in college.
- 4 Advance your credentials**  
 Our instructors will prepare you as you study towards earning industry-recognized software certifications and professional workplace credentials including Nonviolent Conflict Resolution and WHMIS. You will have the practical skills needed to succeed in such positions as office administrator, office services coordinator or executive assistant.

### CAMPUS/DELIVERY OPTIONS

-  Victoria Avenue East Campus
-  Parkland Campus (every other year)

### AVAILABLE INTAKES

-  September 2024 (Brandon)
-  September 2025 (Dauphin)

### WORK PLACEMENT(S)

-  YR 2 | 8 weeks

## CAREER OPPORTUNITIES

Business manager • office manager • executive assistant

## ADMISSION REQUIREMENTS

- » A complete Manitoba Grade 12 or equivalent
- » English 40G/40S or equivalent
- » Consumer/Essential Mathematics 40S or equivalent

# Be Confident IN YOUR CAREER PATH

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.

## 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!

## ATTEND AN ONLINE INFO SESSION

Our free, live online information sessions give you the inside scoop on our college, 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 what Assiniboine has to offer.

## STILL NOT SURE?

Contact our recruitment team to arrange a campus tour or an appointment to discuss your career options.

Scan the QR code or visit [assiniboine.net/experienceACC](https://assiniboine.net/experienceACC) to register or connect with our recruitment team!

