

OFFICE SKILLS



**8-MONTH
CERTIFICATE**

Are you a motivated person with a knack for solving problems? Enter today's fast-paced office environment. Get to work quickly with the Office Skills certificate program.



Why should you choose a career in Office Skills?

- 1 Prepare for everything**
 This program prepares you for the constant change in business by emphasizing relevant computer courses in accounting, mathematics and communications. You will graduate with the skills needed to be versatile, responsive and professional in workplaces that never stop. If you are just starting a career or if you are looking to update previous education and experience, this program is the perfect fit.
- 2 Stay on top of it all**
 Office environments in today's world are part of highly automated, complex organizations that require administrative personnel who are skilled professionals that can meet all of the demands of their position. This program will put you on a path towards a limitless selection of careers. And, if you wish to continue your studies after you've completed Office Skills, enter into the second year of a diploma program—choose from Legal Administration, Medical Administration or Office Management!
- 3 Master many skills**
 A typical day in administration involves work such as budgeting, making purchasing decisions, planning events, managing social media accounts, handling accounting and payrolls, preparing presentations, note-taking, and helping with communications. This program places a strong emphasis on hard skills, but also soft skills such as teamwork, problem-solving, professionalism and accuracy, preparing you to enter into a new administrative position with confidence.
- 4 Get to work**
 Be ready to start your career in a variety of roles including administrative assistant, general office clerk, customer service representative or word processor operator. If you are combining this certificate program with previous experience or education, you may even choose to operate your own business.

CAMPUS/DELIVERY OPTIONS

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

AVAILABLE INTAKES

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

WORK PLACEMENT(S)

-  N/A

CAREER OPPORTUNITIES

Administrative assistant • customer service representative

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 to register or connect with our recruitment team!

