

EXECUTIVE ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM

This course is designed to equip student with high level administrative support skills necessary for the modern workplace. Students who complete this program will gain a thorough understanding of the roles of administrative assistants like interpersonal, organizational, administrative, communications and technology skills as well as advanced MS Software skills

PROGRAM	UNITS	ELEGIBILITY	DURATION	MODE OF STUDY	INTAKE
EXECUTIVE ADMINISTRATIVE ASSISTANT	Customer Relations Communication Basic Statistic Analysis Word (Beg-Adv) Excel (Beg-Adv) PowerPoint (Beg-Adv) Access (Beg-Adv) Outlook Proofreading Editing Keyboarding 35WPM Exams	High School Certificate	20Week Program	Online	Ongoing