

ADMINISTRATIVE ASSISTANT

9-MONTH CERTIFICATE (INTERNATIONAL)

SWIFT CURRENT, SASKATCHEWAN, CANADA



CAREER OPPORTUNITIES

Graduates may find work as data entry clerks, general office clerks or administrative assistants among many other career opportunities. Jobs may include preparing correspondence, reports, statements and other material, operating office equipment, filing, answering phones and other general clerical duties. Our alumni have gone on to work in the oilfield, banking, health care and junior hockey fields to name just a few.

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EARNING POTENTIAL

The average annual salary for data entry clerks, general office clerks and administrative assistants in Saskatchewan ranges from \$38,000 to \$44,000, based on a 40-hour work week, according to the provincial government's 2013 Saskatchewan Wage Survey, while general office and administrative staff supervisors averaged \$61,048.

WHAT YOU WILL LEARN

This competency-based program allows you to work and learn at your own pace, while receiving practical and applied training in word processing, accounting, spreadsheets, database and Internet searches, office procedures, communications and business calculations.

This program, offered in partnership with Assiniboine Community College, has four intakes throughout the year, which means you can start in September, November, January and March.

ENTRANCE REQUIREMENTS AND APPLICATION

- Program prerequisites are listed in individual program descriptions at www.greatplainscollege.ca
- English language proficiency requirements
- A \$125 CDN non-refundable application fee payable to Great Plains College is required for an application to be considered.

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COURSE LIST

- AC 129 – GP Office Administration Accounting I
- AC 229 – GP Office Administration Accounting II
- CO 125 – GP Business English
- CO 170 – GP Business Communications
- CU 143 – GP Introduction to Excel
- CU 260 – GP Data Processing
- OA 130 – GP Keyboarding and Documents
- OA 155 – GP Office Procedures I
- OA 230 – GP Keyboarding Applications
- OA 255 – GP Office Procedures II
- OA 290 – GP Office Practicum*

Visit www.greatplainscollege.ca/programs for detailed course descriptions.

*Workplace attire will be required for work practicums.

FIND OUT MORE

To find out more about the Administrative Assistant program, including requesting an International student application form, please contact Margaret Schafer, student adviser today.

Toll-free: 1 (866) 296-2472

Swift Current: (306) 773-1531

Email: margarets@greatplainscollege.ca

