

ADMINISTRATIVE ASSISTANT PROGRAM

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.

EARNING POTENTIAL

In 2016, the average annual salary range for full-time data entry, personnel and general office clerks and administrative and executive assistants in Saskatchewan was \$46,400 - \$68,900, according to the Saskatchewan Ministry of the Economy. Employees may earn more or less depending on their employer, location, size of company, training, experience and hours worked.

**SEPTEMBER - MAY 2018 or
JANUARY - MAY and SEPTEMBER - DECEMBER 2019**

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 two intakes throughout the year, which means you can start in September or January.

ENTRANCE REQUIREMENTS

- Applicants must have Grade 12 with successful completion of English Language Arts A30 or B30 and any 20 or 30-level Math
- Minimum English Language Requirement- International English Language Testing System (IELTS) overall minimum score of Band 6.5 with minimum of 6.0 in each component

- A \$125 CAD non-refundable application fee payable to Great Plains College is required for an application to be considered.
- International students must successfully attain a valid study permit to study in Canada. As of March 1, 2018, applicants who provide a Guaranteed Investment Certificate (GIC) of \$10,000 as proof of ability to self-support and provide proof of tuition payment for their first year may have their study permit application expedited.

For more information on acquiring study permits visit:
www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html



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*

****Workplace attire will be required for work practicums.***

Please visit:

www.greatplainscollege.ca/programs-courses
for detailed course descriptions

FIND OUT MORE

To find out more about the International Administrative Assistant program, including requesting an International student application form, please visit our website at

www.greatplainscollege.ca/admissions-scholarships/international-students.

or contact

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great plains
college

