



### WHAT YOU WILL LEARN

This competency-based program allows you to work individually within a progressive timeline. You will receive 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 or March.

Full-time and part-time Administrative Assistant programs are available in Kindersley and Swift Current, and a part-time program is available in Warman.

#### ENTRANCE REQUIREMENTS

- Grade 12 with English Language Arts A30 and B30 and any 20 or 30-level math
- Recommended typing speed of 25 words per minute
- English language requirement

Please note that if you do not meet these entrance requirements, special admissions options may be available.

#### SCHOLARSHIP ELIGIBLE

Apply as a full-time student before the scholarship deadlines, you may be eligible for a \$500–\$5,000 Entrance Scholarship.

Apply before June 30—if you are in Grade 11 and have a 70% average, you are eligible for a \$1,000 Early Entrance Award.

#### ENTRANCE SCHOLARSHIP DEADLINES

- April 30 (September start)
- October 31 (November & January start)

#### 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.*