



## Administrative Assistant

9-Month Certificate (INTERNATIONAL)

Kindersley, Saskatchewan, Canada

Swift Current, Saskatchewan, Canada

Intake: September or January (Swift Current only)

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

## ENTRANCE REQUIREMENTS

- Secondary Diploma equivalent to a Saskatchewan Grade 12 - minimum 60% average, with no marks less than 50%
- 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 \$140 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. Students from approved countries may apply through the Study Direct Stream. See more information at: [www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/student-direct-stream.html](http://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/student-direct-stream.html)
- International students in this program must also apply for a Co-op Work Permit when they are applying for their student permit. This is required to complete the practicum component of the program.

For more information on acquiring study permits visit:

[www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html](http://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.

Visit [www.greatplainscollege.ca/programs-courses](http://www.greatplainscollege.ca/programs-courses) for detailed course descriptions.

### For more information:

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*great plains*  
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