



## Administrative Skills

Swift Current (full-time)

Warman (part-time)

### 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, office procedures and communications.

This program, offered in partnership with Assiniboine Community College, has two intakes throughout the year, which means you can start in September or January.

The full-time Administrative Skills program is available in Swift Current and the 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–\$3,000 Entrance Scholarship.

### ENTRANCE SCHOLARSHIP DEADLINES

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

### COURSE LIST

- OFAD 0029 - Office Procedures 1
- COMM 0444 - Workplace Communication
- COMP 0675 - Workplace Technology 1
- COMM 0442 - Business Writing & Documents 1
- WRKP 0095 - Workplace Success Skills

- OFAD 0030 - Office Procedures 2
- COMP 0676 - Workplace Technology 2
- COMM 0443 - Business Writing & Documents 2
- BUSN 0271 - Financial Procedures & Records

- WRKP 0094 - Client & Customer Service
- PEDV 1004 - Career Prep Essentials
- PRAC 0460 - Practicum (Administrative Skills)

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

#### For more information:

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