



Edison College Canada
SINCE 1973
LEARN TODAY, LEAD TOMORROW

Administrative Assistant Diploma

52 Weeks Program





Program Duration:

Theory: 52 weeks / 1040 hours



Delivery Methods:

In-Class or Online



Campus Location:

Victoria, BC

Program Description

The Administrative Assistant Diploma program is designed to equip individuals with the essential skills and knowledge required for a successful career in administrative support roles. This comprehensive program covers a wide range of administrative functions, from office management and communication to specialized software applications and organizational techniques.

Students will gain hands-on experience in creating professional documents, managing schedules, handling customer inquiries, and utilizing various office technologies.

Career Opportunities

- Administrative Support
- Office Personnel
- Clerical Assistant
- Information Clerk
- Secretary / Personal Assistant
- Filing & Data Entry
- Office Assistant / Clerk

Estimated Salary

Administrative assistants earn in the range of \$39,998 to \$76,710 annually, according to the Canadian Job Bank. Salaries mainly depend on your experience, your employer, and the province you work in. Administrative assistants earn in the range of \$19.23 to \$36.88 per hour, depending on their experience. Some provinces and territories have higher median salaries, such as British Columbia, the Northwest Territories, Nunavut, and Yukon.

Administrative Assistant

Salary Range

\$39,998 - \$76,710



Admission Requirements

High school graduate or equivalent or mature student status (19 years or older before starting the program).

Meet one of the following English language Proficiency requirements:

Minimum Grade 10 English plus a minimum of three years of full-time secondary education (Grades 8–12) completed in English in a country where English is one of the principal languages of instruction.

Overall minimum IELTS (Academic) score of 5.5,

Overall minimum TOEFL score of 46 (only TOEFL iBT is accepted),

Overall minimum CAEL score of 40,

Overall minimum CELPIP score of listening 6, reading 5, and writing 5,

Overall minimum Duolingo English Test (DET) score of 95.

The Accuplacer assessment may be accepted only under the following conditions:

English is the program's language of instruction, and the applicant is a mature domestic student facing barriers, and the applicant cannot access their educational records or cannot provide sufficient evidence of secondary or post-secondary education.

The applicant provides attestation that they have completed at least three years of full-time instruction in English in a country where English is one of the principal languages.

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The applicant provides a signed self-declaration and minimum overall reading of 235 and writing of 235, and WritePlacer: 4





Courses

Bookkeeping

This bookkeeping course is a key component of many admin courses online and provides a thorough introduction to the principles and practices of maintaining accurate financial records for businesses and organizations. Participants will learn fundamental concepts such as recording transactions, managing accounts payable and receivable, reconciling bank statements, and preparing financial reports. The course covers the use of accounting software and emphasizes best practices for maintaining organized and compliant financial records. With practical exercises and real-world examples, learners gain the skills needed to efficiently track and manage financial data. This office admin course online is ideal for aspiring bookkeepers, administrative professionals, and small business owners seeking a solid foundation in financial management.

Business Communication

This business communication course offers a comprehensive approach to mastering effective communication in a professional setting. Participants will develop key skills in crafting clear, persuasive, and concise messages across various mediums, including email, reports, presentations, and meetings. The course covers essential topics such as audience analysis, business writing techniques, and verbal and non-verbal communication strategies. Through interactive exercises and real-world scenarios, learners will enhance their ability to convey ideas, collaborate with colleagues, and navigate complex communication challenges. Ideal for professionals at all levels, this course provides the tools to improve both written and oral communication, contributing to more effective and impactful business interactions.

Capstone Career Prep

Students work with a professional career counselor to develop and optimize a professional resume to put forward for employers. Additional support in job searching, interview techniques, and other career transition skills is offered to ensure students have the best possible work prospects.

Computer Fundamentals

This computer fundamentals course provides a comprehensive introduction to the essential concepts and skills needed to navigate and utilize computer technology effectively. Participants will explore core topics including hardware components, operating systems, software applications, and basic troubleshooting techniques. The course covers fundamental skills such as file management, internet navigation, and the use of productivity software like word processors and spreadsheets. Ideal for beginners or those seeking to refresh their basic computer skills, this course ensures participants gain the knowledge necessary to operate computers efficiently and effectively.

Customer Service

The Customer Service course provides students with the essential knowledge and practical skills required to deliver exceptional customer service in an Administrative environment. Students will explore effective communication techniques, customer relationship management, conflict resolution strategies, and professionalism when interacting with clients, colleagues, and stakeholders. Emphasis is placed on developing a service-oriented mindset that supports organizational goals and enhances overall client satisfaction.

Database Management

This database management course offers a thorough introduction to the principles and practices of designing, implementing, and managing relational databases. The course covers practical skills including database creation, data integrity, performance optimization, and backup and recovery strategies. Through hands-on exercises and real-world case studies, learners will gain the expertise needed to manage complex data systems, ensure data accuracy, and support organizational decision-making. This course provides the foundational knowledge required for effective data management in various business environments.

Document Processing

This document processing course provides a detailed exploration of the techniques and tools essential for creating, managing, and streamlining various types of documents in a professional environment. Participants will learn to efficiently utilize software applications for document creation, formatting, and editing, as well as techniques for organizing and securing documents. The course covers key skills such as handling large volumes of text, integrating data, automating document workflows, and ensuring accuracy and consistency. Through hands-on practice and real-world examples, learners will gain the expertise needed to produce high-quality, well-organized documents and optimize document management processes.

Interpersonal Communication

This interpersonal communication course delves into the core principles and techniques for fostering effective and meaningful interactions in personal and professional settings. Participants will explore key aspects of communication such as active listening, empathy, non-verbal cues, and conflict resolution. The course focuses on building rapport, understanding diverse perspectives, and enhancing both verbal and non-verbal communication skills to improve relationships and collaboration. Ideal for individuals seeking to enhance their communication abilities, this course equips participants with the skills to engage more effectively with others and achieve successful outcomes in various contexts.

Human Resources management

This course provides students with a foundational understanding of Human Resource Management (HRM) and its role within modern organizations. It explores key HR functions such as recruitment and selection, employee orientation and training, performance management, compensation and benefits, workplace health and safety, and employee relations. Emphasis is placed on the administrative aspects of HR, including maintaining personnel records, supporting HR Policies, and ensuring compliance with employment legislation. Through practical activities and case studies, students will develop the skills needed to effectively support HR operations in an administrative capacity.

Keyboarding

This keyboarding course is designed to develop and enhance typing skills through a structured approach to technique and practice. Participants will learn proper finger placement, efficient typing posture, and strategies for increasing typing speed and accuracy. The course incorporates a range of exercises and drills to build proficiency, including touch typing and the use of specialized software to track progress. Suitable for beginners and those looking to refine their skills, this course aims to boost productivity and confidence in typing, providing a solid foundation for both personal and professional use.

Microsoft Excel

This course offers a deep dive into Microsoft Excel, equipping participants with the skills to harness the power of spreadsheets for data analysis, management, and visualization. Covering a spectrum from foundational concepts to advanced techniques, the course includes creating and formatting spreadsheets, utilizing formulas and functions, and building complex data models. Participants will learn how to craft dynamic charts, use pivot tables for data summarization, and automate tasks with macros. Ideal for both beginners and those seeking to enhance their Excel proficiency, this course provides practical insights and hands-on practice to effectively manage and interpret data, streamline workflows, and make data-driven decisions.

Microsoft Word

In this comprehensive course on Microsoft Word, participants will master the essential features and advanced functionalities of one of the most widely used word processing tools. The course covers a range of topics from basic document creation and formatting to more complex tasks such as using styles, templates, and advanced layout options. Learners will gain hands-on experience in creating professional-quality documents, managing and organizing content, and leveraging tools like Track Changes and mail merge. Whether you're new to Word or seeking to refine your skills, this course provides the knowledge and practice needed to efficiently produce polished, well-organized documents.

Microsoft Office Outlook

Students will learn key skills within Microsoft Outlook and know how to effectively use the application in a workplace administrative capacity. The course will explore not only the Outlook application but also look into other emailing applications and sources out there. It will cover the differences between POP and IMAP to get a better understanding of the importance when it comes to configuring accounts. Then explore the calendar and learn how to customize schedules and appointments and learn how to set and customize tasks and other feature.

Microsoft Powerpoint (60 Hours)

This course provides an in-depth exploration of Microsoft PowerPoint, designed to enhance participants' abilities to create engaging and professional presentations. Covering everything from basic slide creation and design principles to advanced features such as animations, transitions, and multimedia integration, the course empowers learners to effectively communicate ideas and captivate audiences. Participants will gain practical experience in structuring content, utilizing design tools, and delivering impactful presentations, whether for business meetings, academic purposes, or public speaking engagements. Ideal for both newcomers and those seeking to refine their presentation skills, this course offers the expertise needed to produce visually compelling and effective PowerPoint slides.

Quickbooks

Students learn to maintain the financial records of a small business using an accounting software package. Topics include an introduction; accounts payable; accounts receivable; payables and receivables setup; payroll journal and setup; inventory transactions; orders, quotes and deposits; currencies and remittances; project allocations; reconciliations and deposits; and comprehensive setup.

Office Procedures

This Office Procedures course offers a comprehensive overview of the essential skills and practices needed for efficient and professional office management. Participants will explore a range of topics, including effective communication, document handling, scheduling, and office technology usage. Emphasizing organization, time management, and best practices for handling administrative tasks, the course prepares individuals to support smooth office operations and contribute to a productive work environment. With practical exercises and real-world scenarios, this course is ideal for those looking to excel in administrative roles and enhance their organizational capabilities.



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