

ADMINISTRATIVE ASSISTANT

9-MONTH CERTIFICATE

KINDERSLEY • SWIFT CURRENT • WARMAN



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.

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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.

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 four intakes throughout the year, which means you can start in September, November, January and 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.



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*

Visit www.greatplainscollege.ca/programs for detailed course descriptions.

*Workplace attire will be required for work practicums.

SCHOLARSHIP ELIGIBLE

Apply as a full-time student before the scholarship deadlines (see below), 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, March start)

FIND OUT MORE

To find out more about the Administrative Assistant program, book an appointment with a student adviser today.

Toll-free: 1 (866) 296-2472

Kindersley: (306) 463-6431

Swift Current: (306) 773-1531

Warman: (306) 242-5377

Email: info@greatplainscollege.ca

