

# Administrative Assistant



Learn the computer software, communication, and administrative skills you need to get hired as an administrative assistant. Study on campus or online. Graduate in just 7 months.

Administrative assistants help businesses run smoothly by providing clerical support, answering client requests, scheduling appointments, and organizing projects.

The Administrative Assistant program at Herzing College fully prepares students to start successful careers in administrative support.

 Program Length: **7 Months (20 hours/week)**  
Includes **4 week internship**

 Program Delivery:  
**Online, Hybrid (Flex-Ed)**

## ▸ CAREER OUTLOOK

The latest Government of Canada Job Bank report forecasts stable demand for this occupation for the next 10 years.

## ▸ PROSPECTIVE JOB TITLES

*Receptionist, Administrative Assistant, Office Assistant, Office Clerk Secretary, Executive Assistant*

## ▸ WHO HIRES OUR GRADUATES

*Manitoba Public Insurance, Bank of Montreal, Canada Goose Inc. Workers Compensation Board, Buffalo Gal Picture, Winnipeg Regional Health Authority*

### Employment Statistics

**82%**

Percentage of Overall 2022 Available Graduates  
Employed in a Related Field

# Administrative Assistant

## ✓ ADMISSION REQUIREMENTS

- Minimum of a Canadian high school grade 12 or equivalent, or a mature student
- Pass an entrance test administered by Herzing College
- Be interviewed in detail regarding interest in the field
- Note: admission to some programs may include additional requirements

## ✓ FLEX-ED PROGRAM

Our Flex-Ed program format offers the best of both worlds. A convenient online learning environment with the option to work at the campus and receive support from your instructor. Students can choose to work completely or partially online and come to the campus during set hours each day to meet with their instructor and use our facilities.



## ✓ COURSE LIST

Administrative Assistant classes teach the skills needed to get hired in any office environment. Students get practical, hands-on training in Microsoft Word, Excel, Access, and PowerPoint. You will also learn front-line reception duties, typing, office procedures, and professional communication skills.

- Written Communications
- Word Processing
- Accounting Fundamentals
- Database Applications
- Spreadsheets
- Office Methods and Procedures
- Career Development
- Internship