



Office Assistant Program

This program prepares the student for an entry level position in an office environment. All functions of the modern office are covered.



**EDUCATE,
EMPOWER,
EMPLOY**

Upon successful completion of the program, students will have learned all the skills required to work in a modern office capably and professionally. The student should be able to perform data entry, word processing, clerical skills, office administration and other computer duties related to an automated office environment. They will be proficient in MS Word, MS Excel, MS Outlook, MS PowerPoint, Office Procedures, Business Communications, Records Management, and Business Math.

**Financial assistance may be available*

PROGRAM OUTLINE:

- Strategies for Success (Includes Basic Computer Applications)
- Microsoft Word Core
- Microsoft Excel Core
- Microsoft PowerPoint
- Keyboarding Lab (Students need to attain a min of 25wpm for program completion)
- Microsoft Outlook
- Business Math & Calculator Skills
- Office Procedures
- Records Management
- Advanced Business Communications
- Employment Development Strategies

Canadian Vocational Training Centre

1-888-348-2207

Langley | Prince George | Kamloops