

BUILD SKILLS. CREATE OPPORTUNITIES.

Administrative Assistant Diploma

Develop advanced office administration expertise through hands-on training in executive support, accounting, business communication and modern office technology.

CREDENTIAL
Diploma

DURATION
2 Years

DELIVERY
Online

CLASS FORMAT
Live Online

PROGRAM OVERVIEW

Become the professional every office needs.

This comprehensive program prepares students for dynamic administrative careers across many industries. Through practical, career-focused training, learners gain skills in office technology, communications, document production, customer service, accounting and professional procedures—building the confidence to support executives, managers and teams.

Salary outlook

\$34.62
average wage / hr*

\$49.00
high wage / hr*

*Wage figures shown on the program webpage. Actual earnings vary.

Career-ready curriculum

- Keyboarding & Outlook
- Advanced Microsoft Word
- Communications
- Manual Accounting
- Customer Service
- Business Presentations
- Proofreading & Editing
- Document Transcription
- Event Coordination & Sponsorship
- Microsoft Word
- Microsoft Excel
- Records Management
- Computerized Accounting
- Business Law
- Advertising & Social Media
- Professional Office Procedures
- Career Skills

Career opportunities

- Executive Assistant
- Office Manager
- Office Supervisor
- Support Officer
- Office Coordinator
- Administrative Professional

Where graduates work

Corporate offices, financial institutions, government and public-sector organizations, professional services firms, consultancies, and small-to-medium businesses.

Admission requirements

Applicants must meet **one** of the following:

- High school graduation
- GED or equivalent
- Mature student: submit a detailed resume outlining experience and qualifications

What you will gain

- Professional office and executive-support skills
- Business writing, presentations and customer service
- Document, spreadsheet and records-management confidence
- Accounting fundamentals and office technology skills
- Job-search, career and event-coordination skills

Study support

Available to residents of Alberta, British Columbia, Manitoba, Saskatchewan and Ontario. Local support and financial-assistance guidance are available.

Scholarship & loan information

Financial support options may be available for qualified applicants, including scholarships, student loans, grants, bursaries and flexible repayment assistance.

Guidance from application to approval

Financial coordinators can assist with document preparation, application procedures and evaluation of scholarship criteria.

START YOUR JOURNEY

**Ready to move
your career forward?**

ALPHA COMMUNITY OUTREACH

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We typically reply within 24 hours.