EVENING | 16 months
750 hours

AEC | ONLINE
LCE.6S

With the Online Administrative Assistant course you will be able to take part in every stage of document production.

The administrative assistant is an indespensible human resource for any organization. Make the most of your imagination, creativity and capacity to synthesize. Be a vehicle of clear communication and learn how to create electronic layouts, produce multimedia documents, and manage projects.

Relevant training

- High-quality training with rich media content.
- Continuous evaluation of your understanding of the subject at hand.
- A variety of courses available remotely.
- A combination of virtual classes, self-guided training, and homework for a minimum amount of class hours and a maximum amount of freedom.
- Virtual classes offered at night.
- Length of program: 16 months.
- 20 hrs/ week of work (includes self-guided training, virtual classes and individual study time).

The Administrative Assistant E-learning program of LaSalle College is a 750-hour program that is accredited by the ministère de l'Éducation et de l'Enseignement supérieur (MEES).

Admission criteria

You must have prior training deemed sufficient and meet the www.lasallecollege.com/futur-students/admission/reglement-admissioncollege admission criteria set by MEES.

Employment Prospects

After completing the Administrative Assistant E-learning program, you will have earned your diploma from LaSalle College, and gain access to the following sectors of employement:

- Service sector
- Business sector
- Finance sector
- Administrative work
- Seretarial work
- Public or para-public organizations : municipalities, provincial & federal government
- Educational institutions
- Telecommunication firms

2000, Sainte-Catherine Street West
Montréal (Québec)
Canada H3H 2T2

Telephone: (514) 939-2006
1 800 363-3541
lasallecollege.com

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Skills

If you have skills in these areas, then the Administrative Assistant career is for you!

- Planning, organization and communication
- Administrative information and micro-edition project management
- Quality approach
- Time and stress management
- Use of information technology
- Use of office software

Course list

- Computer Operating Systems
- Electronic Messaging & Web-Based Research
- Word Processing I (Basic & Intermediate)
- Introduction to Media
- Image Design and Processing
- Creating Multimedia Presentations
- Word Processing II (Advanced)
- Data Processing & Graphical Representation I (Basic & Intermediate)
- Data Processing & Graphical Representation II (Advanced)
- Principles of Accounting
- Project Management & Event Planning
- Creating & Using Databases
- Creating Layouts
- Web Site Design and Scripting
- Integration Project

Note: Take advantage of preferential rates offered upon purchase for most of these computer programs, as they are used for educational purposes.

The training program is available in English and French.

Consult our self-guided training catalogue if you want to take any of these courses individually (without earning a diploma).

Contact us by email.

Required materials and software

- Microsoft Office Suite, Adobe Suite CS, Microsoft Project, Sage Simply Accounting

Minimum required equipment

- Computer with 64 bits 3 GHz processor or Mac Intel
- Windows 7 or higher; or Mac OS v.10.7 or higher
- Minimum 4 GB of RAM (8 GB of RAM recommended)
- Hard Drive 500GB
- Graphics Card compatible Autocad and 3D Studio Max
- High Speed Internet access
- Screen with minimum resolution of 1080 x 900 (1280 x 1024 recommended)
- Sound Card, headphones and microphones
- Application software and peripherals required for the course
- Burner, blank CDs and DVDs
- Flatbed Scanner

Please note that certain software may not be compatible on a Mac computer. Students are responsible for verifying their compatibility.

Software and materials are necessary and may incur fees. Your tutor will supply you with a list of required software and instructions on how and where to download them at the best price.

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