Administrative Assistant (with Accounting) Diploma (26 weeks)

The Administrative Assistant program is an excellent way to prepare for today's advanced, fast-paced office environment.

Program Highlights

Windows 11 & Internet Essential Skills (20 hours)	Keyboarding WPM 20 hours)
Microsoft Office Applications: Word Basic & Advanced (80 hours)	Microsoft Office Applications: Excel Basic & Advanced (80 hours)
Additional Microsoft Office Applications: Outlook,Access, & Power Point (120 hours)	Effective Business Communications (20 hours)
Basic Bookkeeping Principles (120 hours)	Quick Books (60 hours)

In addition to learning business communications, students will learn to use the latest Windows 11, Internet and Microsoft Office applications, satisfying employer demands to perform Microsoft desktop applications in an office environment. Our Administrative Assistant training provides students everything they need for a successful transition in their careers.

Students will also learn Accounting Principles and the Accounts Payable, Accounts Receivable and Payroll portions of Quick Books software widely used in offices throughout Canada. We have found this combination of courses to be a winning combination in securing permanent employment in the London and surrounding area.

The ALPHALOGIC Difference

The AlphaLogic difference is based on education that is focused on helping each individual student achieve success, rather than the traditionally large lecture-led class-room. Perhaps you have not done well in a traditional lecture focused classroom, either because you were embarrassed to ask questions or got left behind due to missed classes.

At AlphaLogic we focus on you individually, incorporating a student-centred approach. This means that you get the one-on-one help you need from a qualified instructor, who is always there to help you.

Program Details

WINDOWS 11 & INTERNET *(20 HOURS)*

Students will acquire essential skills for Windows 11 and using the Internet; including learning about the Windows 11 desktop, managing windows, working on the Internet with Microsoft Edge, working with applications, and managing files and folders.

KEYBOARDING WPM *(20 HOURS)*

This is a learn to type course, but also suitable for those wanting to improve their existing skills. Learn how to touch-type—to type text you read from a printed page or a computer screen without looking at your keyboard. By the end of the course, you'll know how to touch-type the alphabetic, numeric, and symbol keys; and edit word processing documents at 40 wpm.

WORD 2021/365 BASIC *(40 HOURS)*

In the Word 2021/365 Basic course, students will learn and become familiar with the Word ribbon, formatting and editing text, paragraphs, and tables. The student will also learn about the title page, page layout, header and footer setup strategies to prepare to print a document.

WORD 2021/365 ADVANCED *(40 HOURS)*

In the Word 2021/365 Advanced course, students will learn and become familiar with the mail merging, macros, references and citations, figures, and other advanced document formatting features. The student will also learn about inserting images, links, document permissions and team editing,

EXCEL 2021/365 BASIC *(40 HOURS)*

In the Excel 2021/365 Basic course, students will learn and become familiar with the Excel ribbon, formatting and editing text, cells, and charts. Setting up and utilizing functions in Excel will be introduced. The student will also learn page layout, print titles and header and footer setup strategies to prepare to print a document.

EXCEL 2021/365 ADVANCED *(40 HOURS)*

In the Excel 2021/365 Advanced course, students will learn and become familiar with working with tables, names, linking sheets, outlines, and other advanced data formatting features. The student will also learn about basic logical, statistical and financial functions.

OUTLOOK 2021/365 BASIC *(40 HOURS)*

In the Outlook 2021/365 Basic course, students will learn about the setup and management features of email, contact, calendar, appointment and task modules.

ACCESS 2021/365 BASIC (40 HOURS)

In the Access 2021/365 Basic course, students will learn about data, fields, records and table setup and management features. Students will also learn how to develop basic forms, queries and reports to utilize and summarize data in Access.

POWER POINT 2021/365 BASIC (40 HOURS)

In the PowerPoint 2021/365 Basic course, students will learn about how to design, create, enhance, and modify effective presentations

EFFECTIVE BUSINESS COMMUNICATIONS (20 HOURS)

This course teaches the communication skills learners will need to effectively interact with others in a business setting. They will learn how to recognize and understand various communication styles, how to use effective verbal and non-verbal skills, the best practices for written communication, and how to cultivate effective conversational skills. They will also learn to communicate in a group, use various communications technologies, identify the barriers to good communication, and understand the importance of cultural dimensions. Finally, learners will learn how to handle disagreements and conflicts in the workplace, negotiate effectively, and offer/receive constructive criticism.

ACCOUNTING PRINCIPLES /BASIC BOOKKEEPING (120 HOURS)

This course aims to provide students who have little or no accounting background with a solid foundation in introductory principles. Understanding the theory and then "doing" accounting both manually and on the computer allows students the chance to compare both methods. Internet resources, case studies and performance tasks are included to reinforce the concepts and also to help develop critical-thinking decision-making skills. The course is designed to help prepare those interested in entry-level bookkeeping positions as well as those students who wish to pursue advanced accounting courses/programs.

QUICKBOOKS (60 HOURS)

This course is an introduction on how to use QuickBooks to best meet the needs of a business. The main objective is to introduce students to QuickBooks' basic features and give students an opportunity for hands-on practice. Students will learn how to invoice customers, record customer payments, pay bills to vendors, manage inventory and analyze financial data. Overall, students will have a good idea of how an accounting software package can save time and help organize business finances.

POSITION: ADMINISTRATIVE ASSISTANT (WAGES FROM $16.55 – $22 PER HOUR)

Administrative Assistants are generally employed by offices, call centres, insurance companies, telephone and utility companies and by other establishments throughout the private and public sectors that use personal computers with the

Microsoft Office applications. There is a high demand for Microsoft Office Skills especially with QuickBooks accounting and bookkeeping skills. Administrative Assistants perform office duties such as answering phones, filing documents, and using a computer for Microsoft Office applications in an office environment. On a typical day one might type letters using Word or enter data into spreadsheets using Excel, prepare reports and graphs using Excel or create databases using Access or create a slide show using PowerPoint. They may be asked to take care of Accounts Payable or Accounts Receivable entries. They will be prepared to perform most duties in a typical office environment.

NOC CODES:

Administrative Assistant: 1411

Accounting and Related Clerks: 1431

Administrative Secretary: 1241,

Bookkeepers: 1311 *(formerly 1231)*