

OFFICE ADMINISTRATION DIPLOMA

In order to ensure proper workflow in business, public and government institutions, efficient office administrators have to maintain the existing procedure, monitor and control the dynamic changes occurring in internal structure within the organizations.

The Office Administration Diploma Program at Epic College of Technology aims to fulfill these requirements. This Diploma Program is specifically designed to provide students with the knowledge, skills, and “real-world” practical experience needed in today’s job market. In addition to the theory this program is also software based. Therefore, students can learn and use the Microsoft Office applications and advanced tools in today’s office environments.

The Office Administration Diploma Program prepares students for many administrative careers that require high-degree of competency in office procedures that is needed in day-to-day office environment. Office Administrators ensure effective workflow in organizations by providing executives and team leaders with support they need. Upon completion students will gain proficiency in many areas of Office Administration including document processing, communication, bookkeeping and front line reception.



ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (OSSD) or equivalent or mature student status
- ESL 7 or higher (if English is not a second language)
- IELTS or equivalent (for International Students only)
- An admission interview may be required to ensure you meet the necessary entry requirements

DURATION

- 27 weeks

DIPLOMA PROGRAM HIGHLIGHTS

- Student Success Strategies
- Employment Success Strategies
- MS Office Word
- MS Office Excel
- MS Office Access
- MS Office Outlook
- MS Office PowerPoint
- MS Office Project
- Business Communication
- Office Administration Procedures
- Financial Accounting Fundamentals

CAREER OPPORTUNITIES

Graduates Of this Diploma Program can start their careers as:

- Administrative Office Assistant
- Receptionist
- Office Assistant/Manager
- Records Filing Assistant/Manager
- Customer Service Office Representative

OFFICE ADMINISTRATION PROFESSIONALS PERFORM NUMEROUS DUTIES INCLUDING

- Actively listen, follow directions, provide assistance, communicate, and convey information to internal and external recipients
- Perform office tasks by using office application software for word processing, database, presentations, spreadsheets, electronic mailing and scheduling
- Organize, produce and process electronic and paper communications to assist the flow of information and data in the workplace
- Assess, establish, organize and maintain electronic information and paper documents
- Produce accurate financial records for the workplace within a specified time frame by compiling information and using appropriate software
- Research, develop, and present a report using written and oral presentation techniques and software
- Organize meetings, conferences, special events, and travel including the preparation of related documentation.
- Record business transactions and prepare financial statements, setup and use spreadsheets.
- Apply time management skills effectively by managing multiple projects and priorities

JOB PLACEMENT ASSISTANCE

In addition to providing students with the necessary skills and knowledge to succeed in Office Administration career, Epic College of Technology also provides training, job searching skills, resume preparation and job placement assistance.

FINANCIAL ASSISTANCE AND FUNDING OPTIONS

Students in the Office Administration Diploma Program may be eligible for several different sources of funding and financial assistance programs including: WSIB, EI, Second Career, bursaries and interest free installment plans administered by the college, bank loans, RASP, RESP and employer sponsored educational programs.

Call us at 905-203-2500 or 647-482-3742 for more information about admission and program.

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