



EXECUTIVE ASSISTANT

The Executive Assistant program will expand your skills and hone your abilities in an environment that incorporates a hands-on approach while learning to work effectively with others. Executive assistants work closely with senior administrators in a wide variety of industries. Executive assistants learn Microsoft Office 2019, administrative procedures, basic accounting, and Adobe Photoshop and Acrobat. Students learn event planning by organizing the annual SBC Business Show.

*** Strong English skills are an asset**

Start Dates: September, October

Duration: 10 months | 40 Weeks | 1040 course hours

Prerequisites: Grade 12 with minimum 60 percent overall average

GED 12 or ABE 12 with strong English | Mature Student Admissions

Classes

Document Preparation 113 (Simulation)

Keyboarding Speed (55 wpm to graduate)

Voice Transcription 121

Communications 211

Communications 212

Communications 213

Communications 214

Mathematics 311

Personal Finance 314

Accounting/Bookkeeping 411

Career Strategies 513

Applied Administrative Procedures 515

Human Relations 519

Records Information Management 522

Computer Applications 611 (Windows 10)

Computer Applications 619 (PowerPoint 2019)

Computer Applications 620 (Excel 2019) - Level 1

Computer Applications 621 (Excel 2019) - Level 2

Computer Applications 622 (Access 2019) - Level 1

Computer Applications 628 (Outlook 2019)

Computer Applications 642 (QuickBooks 2018) - Level 1

Computer Applications 650 (Business Project Integration)

Computer Applications 672 (Word 2019) - Level 1

Computer Applications 673 (Word 2019) - Level 2

Desktop Publishing

• **Computer Applications 644 (Publisher 2019)**

• **Computer Applications 646 (Photoshop Basics)**

• **Computer Applications 662 (Adobe Acrobat Pro DC)**

Executive Document Preparation 715

Executive Office Roles 716

Executive Research, Proposals & Reporting 721

Executive Office Simulation 740

Executive Business Event Planning 744

Ask about practicum options

www.sbcollege.ca | 1-800-679-7711 | 306.244.6333 | admissions@sbcollege.ca

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