

# Administrative Assistant Program

## COURSE LIST

| CODE    | STATEMENT OF COMPETENCY                                                 | HOURS |
|---------|-------------------------------------------------------------------------|-------|
| 960-501 | Determine their suitability for the occupation and the training process | 30    |
| 960-515 | Proofread the spelling and grammar of English texts                     | 45    |
| 960-526 | Perform word processing tasks                                           | 30    |
| 960-534 | Ensure the quality of written English                                   | 90    |
| 960-544 | Provide customer service                                                | 60    |
| 960-554 | Perform document management                                             | 45    |
| 960-562 | Produce spreadsheets                                                    | 30    |
| 960-572 | Design presentations                                                    | 60    |
| 960-584 | Write business texts in English                                         | 45    |
| 960-596 | Carry out accounting operations                                         | 30    |
| 960-605 | Produce business correspondence                                         | 60    |
| 960-613 | Create databases                                                        | 105   |
| 960-623 | Handle cash                                                             | 75    |
| 960-635 | Translate texts                                                         | 105   |
| 960-644 | Produce tables and charts                                               | 105   |
| 960-656 | Prepare the visual design of documents                                  | 60    |
| 960-666 | Write and format business texts in French                               | 45    |
| 960-672 | Update information published on digital media                           | 45    |
| 960-683 | Interact in French in a business setting                                | 105   |
| 960-695 | Follow up on business correspondence                                    | 30    |
| 960-704 | Carry out activities related to the organization of meetings and events | 45    |
| 960-714 | Produce reports                                                         | 45    |
| 960-722 | Provide technical support                                               | 60    |
| 960-733 | Coordinate multiple tasks                                               | 120   |
| 960-746 | Enter the workforce                                                     | 120   |