

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