

Administrative Assistant (AA)

The Administrative Assistant diploma program at triOS is 17 weeks. Administrative Assistants keep a business organized and able to run smoothly. They maintain documents, contracts, supplies and serve as a key point of communication for many departments, stakeholders, and partners.

The Administrative Assistant Diploma program at triOS College prepares students by focusing on key competencies such as learning the day-to-day administrative duties commonly used in most organizations and typical office protocol.

Program Benefits

- ✓ AME Learning (Accounting)
- ✓ Job Placement Assistance
- ✓ Microsoft Office Professional Suite

Here's a look at some of the courses included in this program:

Microsoft Applications

Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Business Communication

Accounting & Applications

Introduction to Accounting (using Sage 50), Intermediate Accounting (using QuickBooks)



Employment and Wage Outlook for Careers in this field:



Employment Rate based on 2022 contactable triOS graduates employed in a related field within 12 months.

Source: workingincanada.gc.ca

NOC Code: 1221/13100 - **Wage data rounded down to the nearest dollar. Average wage does not reflect the starting salary but represents the middle value between lowest to highest wages. Local (or regional) income may vary. Last updated in Jan 2024.

Career Opportunities

Administrative Support Officer

Administrative Assistant

Administrative Analyst

Administrative Specialist

Office Administrator

Employers Who Have Hired triOS Grads



Canada Revenue
Agency

Agence du revenu
du Canada



Other Employers Include:

- Queens Estate Retirement
- Orion Management
- Saint Elizabeth Healthcare

“triOS is great! It was great studying at this college. I learnt a lot.”

-Ayesha A.,

triOS College Administrative Assistant Graduate

Administrative Assistant

NOC Code: 1221/13100

Diploma Program Length:

17 Weeks

Microsoft Word
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
Business
Communication
Career Management

8 Weeks

Introduction to Accounting (Using Sage 50)
Intermediate Accounting (Using QuickBooks)

8 Weeks

Lab Weeks

1 Week

Keyboarding – continuous learning throughout program

Program Highlights Include:

- Registered and approved diploma
- Career services
- Job search assistance
- Alumni program benefits

Admission Requirements:

1. Student has an Ontario Secondary School Diploma or equivalent, OR
Is 18 years of age or older on or before the program begins AND can pass a qualifying test that has been approved by the Superintendent. *
2. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 14.

*Applicants from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test.

Please contact us for more detail regarding admissions requirements for international students.

Accreditation Policy:

Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

Note:

In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on the program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending on the start date.

You can find our Key Performance Indicators (graduation rate, employment rate, etc.) at www.triOS.com/kpi.

Course Descriptions:

Microsoft Word

This Microsoft Word course is created for students to build and validate the skills businesses need to succeed in today's information economy. It also provides students with the skills and knowledge they need to use Microsoft Word effectively in all aspects of their personal and professional lives. Word is the world's most popular word processing software. Learning how to create, edit, format and print documents, enhance work with formatting, use bullets and numbering, add simple borders, tables, headers/footers, organizing data columns, and styles, are the foundational skills needed in preform in many positions. This course is computer intensive and demands basic computer proficiency and a basic understanding of word processing software. The course combines lecture/demonstration by an instructor with readings, trainings, projects, and a final exam for students to work on in a simulation-based environment. Students are expected to ensure they meet proficiency requirements for working in this environment.

Microsoft Excel

This Microsoft Office Excel course is created for students to build and validate the skills needed to succeed in today's economy. It also provides students with the skills and knowledge they need to use Microsoft Office Excel effectively in all aspects of their personal and professional lives. Excel is the world's most popular spreadsheet software. Whether you are managing a household or running a small business, Excel will help you develop useful techniques to help business processes. This course is computer intensive and demands basic computer proficiency and a basic understanding of spreadsheet software. Students are expected to make arrangements to meet proficiency needs as necessary.

Microsoft Outlook

This Microsoft Outlook course is created for students to build and validate the skills businesses need to succeed in today's information economy. It also provides students with the skills and knowledge they need to use to effectively manage e-mails, contacts, calendars, and tasks. Outlook has become the corporate standard electronic personal organizer. These are the foundational skills needed to communicate using Outlook in a variety of positions within and organization. This course is computer intensive and demands basic computer proficiency and a basic understanding of email software. Students are expected to make arrangements to meet proficiency needs.

Microsoft PowerPoint

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations by using Microsoft PowerPoint. Students will explore the PowerPoint environment and create a presentation, will format text on slides to enhance clarity, enhance the visual appeal, add graphical objects to a presentation and modify them, and finalize a presentation to deliver it.

Business Communication

This course is designed to give students a basic understanding of communication skills in the business environments. Focus will be placed on both written and spoken communications. Students will review the basic writing process with emphasis on the mechanics of writing. They will also learn the importance of effective spoken communication, deliver an oral presentation, and participate in a mock meeting.

Career Management

Our Career Management program introduces students to the strategies and components of an effective job search, including self-marketing and awareness, skills inventory, job search tools and the job market. The Career Management course is delivered by our on-campus Career Services Team who are there throughout the job search to assist and mentor students towards achieving their goal of employment in their field of study. Our Team of Career Services Professionals maintain relationships in their communities with key employers and organizations that recognize the value triOS graduates have to offer. The skills learned throughout Career Management at triOS will continue to serve students in their job search as they navigate their new careers.

Introduction to Accounting (Using Sage 50 – formerly Simply Accounting)

In this course students will be introduced to accounting concepts and procedures. Students will learn about debits and credits and how to analyze and record business transactions. In addition, students will look at banking procedures, cash control as well as payroll concepts and procedures, including employee taxes. They will also gain an understanding of the employer's tax responsibilities. In this course, students learn how to set up and interact with the different ledgers in Sage 50 to support small business activities. In addition, students will perform General Ledger, Accounts Payable, Accounts Receivable and Payroll transactions.

Intermediate Accounting (Using QuickBooks)

This course completes the accounting cycle and furthers the student's knowledge of accounting procedures in payroll, pay cash and bank reconciliations. Central to this course is the merchandising firm and its accounting cycle, central to this is appropriate valuation of inventory and cost of goods sold calculations. This material will be presented manually are working on paper and using computerized accounting system of QuickBooks.