

# 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 2021 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 **8 Weeks**  
Microsoft Excel  
Microsoft Outlook  
Microsoft PowerPoint  
Business Communication  
Career Management

Introduction to Accounting (Using Sage 50) **8 Weeks**  
Intermediate Accounting (Using QuickBooks)

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](http://www.triOS.com/kpi).

These are statistics from 2018.

