



## BASIC ADMINISTRATIVE OFFICE ASSISTANT

Skilled administrative office assistants perform many of the daily functions that keep businesses and organizations running smoothly. The Basic Administrative Office Assistant Skills Certificate provides you with

entry-level training in current office technologies and administrative skills, so you can assist with the daily operations of an office.

Administrative Support Occupations  
 \$30,912 per annum\*

\* Data obtained from EMSI Complete Employment Spring 2008 Release V.2

### COURSES REQUIRED

COURSE NUMBER	COURSE TITLE	UNITS
CAOT 043	Office Procedures	3
CAOT 085	Microcomputer Office Applications: Spreadsheet	3
<b>TOTAL UNITS</b>		<b>6</b>

Students need to meet the ESL or English 28/31 requirement