



**JRS COLLEGE**  
of Business & Healthcare



# Office Assistant

Program Accreditation:  
**Diploma**

**16 weeks**

Mode of Delivery:  
**Online (Virtual Classes)**



## Program Overview

As an Office Assistant, you will require a diverse range of skills with the ability to multitask under pressure. JRS College's Office Assistant program will prepare you to work in an office environment and equip you with the skills necessary to be successful in your career. Office Assistants are vital to a company as they are the first point of contact in an organization. As an office assistant, you will develop skills that will allow you to thrive in any business environment.

## Career Opportunities:

- Entry-level supervisory or managerial office positions are ideal for individuals aiming to develop their professional skills and knowledge in high-technology offices.
- Office Assistants play a crucial role within the management team. They contribute to policy-making, planning, and coordinating daily activities within their department/division or company. Additionally, they act as intermediaries between management and staff, facilitating communication and ensuring the consistent interpretation of company policies and procedures across the organization.



- Administrative Assistants find employment opportunities in various sectors, including municipal, provincial, and federal government offices, as well as in business, industry, accounting, and legal firms

## **What you learn:**

The Office Assistant diploma program at JRS College prepares you to gain first-hand experience in using current Microsoft word processing, spreadsheet (Excel), database, and presentation software (PowerPoint). Students will learn modern office procedures and today's business communications skills.

With our blended curriculum of classroom

lectures and lab exercises, you will gain the training to build essential office skills for your career. Include Modules:

- Business English
- Business Communication
- Office Procedures
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft Access

## **Admission Requirements**

- Minimum of a Canadian high school grade 12 or equivalent (Ontario high school diploma or equivalent) or a mature student (19 years of age or older and has been removed from full-time high school for a minimum of 2 years)
- \*Students applying as mature students must demonstrate appropriate levels of math, English literacy, comprehension, and writing skills to warrant success and completion of the program

## **Graduation Requirements**

To successfully meet the program outcomes the student must:

- Achieve a minimum mark of 65% in all of the module assignments and exams
- Achieve a satisfactory rating in the internship evaluation

## **How much will you earn after completing the O.A. program?**

**18-22 CAD**

Get the skills you need for the career you want. Initiate your training in the Office Assistant program at JRS College today.

**Start Your Journey Today!**