

ADMINISTRATIVE OFFICE PROFESSIONAL

Program Office: 403.320.3213 • office@lethbridgecollege.ca

For you, it's all about the details. And in the one-year Administrative Office Professional program, you'll gain the skills and knowledge you need to be the detailed-oriented backbone of the workplace. When you walk out of the program, you'll know everything you need to excel in the office.

In our small classes taught by experienced instructors who have been in the positions you aspire to, you'll learn all the details it takes to keep the office running smoothly, from bookkeeping to office procedures, to conference planning and more. And you'll learn using the latest industry-standard software to complete your assignments.

Your Investment

Program fees will vary. To view fee information for your program, go to lethbridgecollege.ca/programs (<http://lethbridgecollege.ca/programs/>) and select your program.

Mobile Learning Program

This is a Mobile Learning Program that requires students to supply their own device with required minimum specifications.

Go to www.lethbridgecollege.ca/mobilelearning (<https://www.lethbridgecollege.ca/mobilelearning/>) for additional information.

Graduation

Upon successful completion of all program requirements, students are awarded an Administrative Office Professional certificate.

ADMISSIONS

New students are accepted into the Administrative Office Professional program in the Fall (September) term.

General Admissions Requirements

All applicants must meet the general admission requirements for Lethbridge College programs, as indicated in the Admission section of this calendar.

CURRICULUM

Course	Title	Credits
Year 1		
Term I		
ACC-1146	Bookkeeping	3
AOP-1142	Office Procedures	3
ENG-1159	Writing for the Workplace	3
KEY-1140	Document Processing	3
COM-1162	Interpersonal Relationships and Communications	3
Credits		15
Term II		
AOP-1143	Office Procedures II	3
AOP-1145	Meeting and Conference Planning	3
CPU-1165	Business Applications II	3

CPU-2254	Basic Desktop Publishing	3
HUM-1156	Business Ethics	1.5
BUS-1177	Entrepreneurship	3
Credits		16.5
Total Credits		31.5

TRANSFERS Medicine Hat College

Graduates of Lethbridge College's Administrative Office Professional certificate program are eligible to transfer into Medicine Hat College's Administrative Office Management diploma program.

CAREERS

Our graduates enjoy close to a 100 percent employment rate! You can look forward to work in a wide range of office environments and roles including:

- Administrative Assistant
- Bookkeeper
- Commercial Offices
- Data Entry Specialist
- Educational Offices
- Executive Secretary
- Financial Offices
- Government Offices
- Legal Offices
- Medical Offices
- Office Assistant
- Receptionist
- Virtual Assistant