

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.