



LaSalle College
Vancouver

Executive Assistant



EVENING | 16 months
750 hours

With the Executive Assistant online course, you will be able to take part in every stage of document production.

The Executive Assistant is an indispensable human resource for any organization. Make the most of your imagination, creativity and capacity to synthesize. Be a vehicle of clear communication and learn how to create electronic layouts, produce multimedia documents, and manage projects.

Relevant Training

- High-quality training with rich media content
- Continuous evaluation of your understanding of the subject at hand
- A variety of courses available remotely
- A combination of virtual classes, self-guided training, and homework for a minimum amount of class hours and a maximum amount of freedom
- Virtual classes offered at night
- Length of program: 16 months
- 20 hours/week of work (includes self-guided training, virtual classes and individual study time)

The Executive Assistant online training is a 750-hour program that is accredited by the ministère de l'Éducation et de l'Enseignement supérieur (MEES).

Diploma

This program has been approved by the registrar of the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education, Skills & Training.

Prospective Student Profile

If you have skills in these areas, then a career as an Executive Assistant is for you!

- Planning, organization and communication
- Administrative information and micro-edition project management
- Quality approach
- Time and stress management
- Use of information technology
- Use of office software

Admission Criteria

19+ years or high school graduate. In addition, if you are an international student, working knowledge of English is required. An admissions interview is part of the process.

Government ID and official transcripts (if applicable) are required documents.





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Concentration Courses

- Computer Operating Systems
- Electronic Messaging & Web-Based Research
- Word Processing I (Basic & Intermediate)
- Introduction to Media
- Image Design and Processing
- Creating Multimedia Presentations
- Word Processing II (Advanced)
- Data Processing & Graphical Representation I (Basic & Intermediate)
- Data Processing & Graphical Representation II (Advanced)
- Principles of Accounting
- Project Management & Event Planning
- Creating & Using Databases
- Creating Layouts
- Web Site Design and Scripting
- Integration Project

Note: take advantage of preferential rates offered upon purchase for most of these computer programs, as they are used for educational purposes.

The training program is available in English and French.

Consult our self-guided training catalogue if you want to take any of these courses individually (without earning a diploma).

Methods of Instruction

Blended e-learning

- Distance learning combining self-study at your own pace (asynchronous) and guided sessions with a live tutor (synchronous)

Career Prospects

After completing the Executive Assistant online training, you will gain access to the following sectors of employment:

- Service sector
- Business sector
- Finance sector
- Administrative work
- Secretarial work
- Public or para-public organizations : municipalities, provincial & federal government
- Educational institutions
- Telecommunication firms

Minimum Equipment Required

- Computer with 64 bits 3 GHz processor or Mac
- Intel Windows 7 or higher; or Mac OS v.10.7 or higher
- Minimum 4 GB of RAM (8 GB of RAM recommended)
- Hard drive 500 GB
- Graphics card compatible AutoCAD and 3D Studio Max
- High-speed Internet access
- Screen with minimum resolution of 1080 x 900 (1280 x 1024 recommended)
- Sound card, headphones and microphones
- Application software and peripherals required for the course Burner, blank CDs and DVDs
- Flatbed scanner

Note: Please note that some software is not compatible with Mac devices. Students are responsible for checking their compatibility. Required software and equipment for the program are mandatory and involve additional costs. Tutors will provide a list of software along with instructions on how to purchase software at the best prices.

Required Materials & Software

Microsoft OfficeSuite, Adobe Suite CS, Microsoft Project, Sage Simply Accounting

