



EVENING | 3 SEMESTERS
750 hours

AEC
LCE.6S

This administrative assistant training course will give you all the tools you need to be part of an institution's administrative development. This AEC program for administrative assistants aims to give you skills in management, planning, organization and communication, as well as in using software and digital platforms.

This short, intensive training for administrative assistants, which is expected to take one year, offers courses in office administration, project management as well as the creation of information documents. Your imagination, creativity and attention to detail will help you produce media to inform and communicate.

Our highly qualified teachers are industry professionals who will teach you the skills you will need as soon as you start your job as an executive or administrative assistant. Are you resourceful and discreet with spoken and written communication skills? This in-demand field is for you.

Training Objective

This program aims to train future executive assistants who will progress within organizations or companies in a variety of domains.

Career Prospects

- Executive assistant
- Administrative assistant
- Administrative office assistant
- Administrative secretary
- Executive secretary (except legal and medical fields)
- Human resources secretary
- Technical secretary
- Sales secretary
- School secretary
- Desk officer/administrative support officer
- Office technician
- Secretary-clerk/office clerk

Diploma

This program leads to an Attestation of College Studies (AEC).

Admission Criteria

All applicants are eligible for a program leading to an Attestation of College Studies (AEC) if they have a level of education that is deemed sufficient by LaSalle College and they meet one of the following criteria:

- They have interrupted their full-time studies for at least two (2) consecutive semesters or (1) full school year
- They have followed post-secondary studies for a period of at least (1) year





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Target Clientele

This program targets a clientele wanting short, intensive, 1-year training for a career change or to improve the skills necessary in their profession.

Concentration Courses

- Introduction to Administrative Tasks (45 h)
- Communication in the Workplace (60 h)
- Word I: Word Processing (45 h)
- Information Design and Presentation (60 h)
- Introduction to Graphic Design (45 h)
- Word II: Word Processing (45 h)
- Excel I: Data Creation and Use (45 h)
- Accounting Principals I (45 h)
- Excel II: Data Creation and Use (45 h)
- Accounting Principals I (45 h)
- Websites and Social Media (45 h)
- Event Organization (45 h)
- Databases (45 h)
- Managing and Coordinating Work (45 h)
- Integration Project (90 h)

* The College reserves the right to substitute some courses.

Methods of Instruction

On-campus

- At the Montréal campus

Blended e-learning

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

Prospective Student Profile

- Organized and good at planning
- Communication skills
- Attention to detail and quality
- Good time and stress management
- Skilled in information technology and office software

Bring Your Own Device

The use of a laptop computer is mandatory. This laptop must be equipped with the Windows operating system to work with all software. Standard or student license software must be installed when requested by teachers.

The following features are required for PCs:

- Processor: Intel I5 minimum
- Memory: 8 GB recommended
- Hard drive: 500 GB minimum
- Screen: 14 inches minimum
- Connectivity: Wi-Fi and LAN
- Ports: minimum of one USB 3.0 port

We recommend purchasing an external numeric keyboard if your laptop does not already have one.

Required software: Office Suite (Word, PowerPoint, Excel).

