LaSalle College Montréal

EVENING | 4 SEMESTERS
750 hours

AEC | ONLINE
LCE.6S

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

With this short, intensive secretariat training which is expected to take 16 months, you will learn to create informative documents and the fundmental of project management among other things. Your imagination, creativity and attention to detail will help you create 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 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.

Diploma

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

Admission Criteria

Have a training deemed sufficient and meet the admission criteria set for college studies.

Career Prospects

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

2000, Sainte-Catherine Street West
Montréal (Québec)
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Telephone: (514) 939-2006
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lasallecollege.com

LCI Education

Concentration Courses

Semester 1

- Introduction to Administrative Tasks (45 h)
- Communication in the Workplace (60 h)
- Word I: Word Processing (45 h)
- Information Design and Presentation (45 h)

Semester 2

- Introduction to Graphic Design (60 h)
- Word II: Word Processing (45 h)
- Excel I: Data Creation and Use (45 h)
- Accounting Principles I (45 h)

Semester 3

- Excel II: Data Creation and Use (45 h)
- Accounting Principles II (45 h)
- Social Media and the Web (45 h)
- Event Planning (45 h)

Semester 4

- 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)

Minimum Required Equipment

- Microsoft® Windows 10 Professional Operating System
- Intel® or AMD® 32-bit or 64-bit multi-core processor
- Minimum memory of 8GB RAM
- 1 TB hard drive
- Internet access
- Chrome Browser
- Minimum screen resolution of 1920x1080 (recommended)
- Sound card
- Headphones and microphone

Required Materials & Software

MS Office Suite, Sage, Access, Adobe CC.

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