



ACS – administrative assistant - LCE.4W

ACS – administrative assistant

The Administrative Assistant Profile ACS program provides students with the opportunity to hone their skills in a wide range of office duties according to established methods.

- Duration: **16 months.**
- **20 hours of coursework (self-guided training and virtual classroom)** and individual work per week.

The **750-hour** ilasallecampus Administrative Assistant program is accredited by the *ministère de l'Éducation, du Loisir et du Sport*.

General Objectives

By choosing this program, you will develop your skills in planning, organization, management, and dossier production. You will learn how to use new computerized tools and master different administration software. Your social skills will also be needed in an environment where a professional attitude and interpersonal skills are demanded. During the program, you will learn to produce different documents for printing and Internet publication. You will also develop the necessary skills for word processing, formatting, website creation, multimedia document production, and project management.

In the course of your training, you will learn to...

- produce documents for printing
- produce documents for the Web
- manage projects
- manage suppliers' and sales representatives' files
- manage and monitor budgets

Required materials & software

- Microsoft Office Suite, Adobe CS Suite, Dreamweaver, Microsoft Project, Sage Simply Accounting

Minimum recommended equipment

- Microcomputer with 1.6MHz Pentium IV + or Mac Intel *
- Windows 2000, XP, Vista, Windows 7 or Mac OS 10.2+ *
- Minimum 1GB of RAM
- High-speed Internet access
- Internet browser (Internet Explorer, Firefox, Safari or Opera)
- Minimum 1024 x 768 monitor resolution
- Sound card, headphones and microphone

- Application software and peripherals required for the course
- CD or CD/DVD burner
- Blank CD-ROMs / DVDs
- Flat scanner

* Please note that the online courseware and virtual class platform are compatible with both Mac and PC systems, but some of the software taught is compatible only with the Windows platform.

** The software and materials required for this program are compulsory and offered at special student rates at LaSalle College's supply store, located at 2020 Sainte-Catherine Steet West, Montreal; tel: 514.939.4442 ext. 242 or online.

Program content

Term 1

570-DE3-AS	Computer Operating Systems	45 hrs
412-AM2-AS	Electronic Messaging & Web-Based Research	45 hrs
412-AM3-AS	Word Processing I (Basic & Intermediate)	45 hrs
582-MB3-AS	Scanning & Digital Imaging	45 hrs

Term 2

582-MA4-AS	Visual Design & Esthetics for Multimedia	60 hrs
412-BM2-AS	Creating Multimedia Presentations	45 hrs
412-BM3-AS	Word Processing II (Advanced)	45 hrs
412-BM4-AS	Data Processing & Graphical Representation I (Basic & Intermediate)	45 hrs

Term 3

412-CM4-AS	Data Processing & Graphical Representation II (Advanced)	45 hrs
582-MF3-AS	Web Site Development	45 hrs
571-RC4-AS	Principles of Accounting	60 hrs
412-AA7-AS	Creating Layouts	45 hrs

Term 4

412-DM2-AS	Project Management & Event Planning	45 h
412-DM3-AS	Creating & Using Databases	45 h
412-DM4-AS	Internship	90 h

Total 750 h



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