

Administrative Assistant Diploma

Become the organizational backbone of any office — communication, Microsoft Office, bookkeeping, scheduling and project coordination.

Diploma

12 Courses

806 hours

100% Online

PROGRAM OVERVIEW

The Administrative Assistant Diploma prepares you to run the day-to-day operations of a modern office. You will master professional communication, document preparation, scheduling, bookkeeping and the software employers expect.

Through practical, scenario-based learning — including a supervised administrative work-experience component — you will graduate ready to support executives and teams with confidence and efficiency.

WHAT YOU WILL LEARN

- Manage office procedures and organizational workflows
- Produce professional documents, presentations and reports
- Master the Microsoft Office Suite
- Handle bookkeeping: invoicing, payroll and budget tracking
- Coordinate schedules, meetings and travel arrangements
- Deliver excellent customer service and communication
- Apply project-management techniques in the office
- Ensure privacy, data-protection and workplace-safety compliance

CURRICULUM

Introduction to Office Administration	50 h
Business Communication Skills	70 h
Microsoft Office Suite Mastery	100 h
Document Management and Filing Systems	60 h
Financial Administration for Assistants	80 h
Customer Service and Interpersonal Skills	60 h
Scheduling and Time Management	40 h
Project Management Fundamentals	80 h
Data Entry and Database Management	70 h
Office Procedures and Practices	70 h
Professional Ethics and Workplace Safety	40 h
Practical Administrative Experience (Internship)	86 h

CAREER PATHS

- Administrative Assistant
- Office Administrator
- Executive Assistant
- Office Coordinator
- Receptionist / Front-Desk Coordinator
- Data Entry / Records Clerk

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