



Course Outline - Diploma in Computerised Office Assistant

Academic Period: **2023 - 2024**

Applicable NOC Code: **Administration Officer: 1221, Accounting and Related Clerks: 1431**

Credential Awarded - **Diploma**

Prerequisites - **Ontario Secondary School Diploma or equivalent**

Program Duration - **16 Weeks**

Avg Hourly Income in Toronto Region - **As high as \$35 per hour** (Source: *jobbank.gc.ca*)

Course Rationale -

The Diploma in Computerized Office Assistant is designed to equip students with the necessary skills and knowledge to efficiently utilize computer software applications commonly used in office environments. This course aims to enhance the proficiency of individuals aspiring to work as office assistants or administrative professionals, enabling them to handle various tasks effectively using digital tools.

Course Description -

The Diploma in Computerized Office Assistant is a comprehensive program that focuses on developing practical skills in Microsoft Office applications. Students will gain hands-on experience in using Microsoft Word, Excel, PowerPoint, Outlook, and Access. Through a combination of theoretical instruction and practical exercises, students will learn to create professional documents, manage data, create presentations, organize schedules, and handle basic database tasks.

Modules covered in the course -

1. **Microsoft Word (Level 1, 2, 3):** Students will learn essential skills in Word processing, including creating, formatting, and editing documents, applying styles and templates, working with tables and graphics, and mastering advanced features such as mail merge and document collaboration.
2. **Microsoft Excel (Level 1, 2, 3):** This module covers the fundamentals of spreadsheet management, including data entry, formatting, formulas, functions, creating charts, data analysis, and advanced data manipulation techniques.
3. **Microsoft PowerPoint (Level 1, 2):** Students will learn to create professional presentations, incorporating text, images, multimedia, and animations. They will also develop skills in organizing content, applying themes, using slide transitions, and delivering effective presentations.
4. **Microsoft Outlook:** This module focuses on managing emails, calendars, contacts, & tasks efficiently using Outlook. Students will learn to organize and prioritize emails, schedule appointments, create and manage contacts, & utilize Outlook's productivity features.
5. **Microsoft Access:** Students will be introduced to database management principles and learn to create basic databases using Access. Topics covered include table design, data entry, querying, forms, reports, and basic database management tasks.

Learning Outcomes -

Upon successful completion of the program, students will be able to:

1. Demonstrate proficiency in using Microsoft Word to create and format documents, including advanced features such as mail merge and document collaboration.
2. Utilize Microsoft Excel to manage and analyze data, create spreadsheets, perform calculations, and create charts and graphs.
3. Create engaging presentations using Microsoft PowerPoint, incorporating multimedia elements and employing effective presentation techniques.
4. Manage emails, calendars, contacts, and tasks efficiently using Microsoft Outlook.
5. Understand the fundamentals of database management and create basic databases using Microsoft Access.

Note: The learning outcome may vary based on every individual's learning objectives and focus on the program.

The Diploma in Computerised Office Assistant equips students with the necessary skills and knowledge to succeed in administrative roles, providing them with a strong foundation in business communication, office procedures, and technological tools essential for effective office support.