

**Picture your name
on a diploma
in only 7 months!**



**Graduates achieve Post-Secondary
Administrative Professional Diploma**

NEXT PROGRAM

**Please contact our office for
future start dates
(780) 448-1850**

Call to enquire about
orientation and testing dates.

**Financial assistance may be
available to qualified applicants**

**Our strong relationships with
employers** in Edmonton's business
community help us to keep our training
in line with current labour-market needs.

**All past students continue to have
access to our resources** well beyond
completion of their training with us.

Our computer labs are equipped with
individual workstations with up-to-date
technology and our classrooms are
spacious with large windows.

Our staff is highly experienced
professionals and committed to our
students' employment and personal
success!

Our mission is to deliver training
programs that inspire passion for
learning and openness to diversity while
providing opportunities for personal
growth and practical skills for
employment.



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ADMINISTRATIVE PROFESSIONAL

DIPLOMA PROGRAM



Success is only a friendship away...



www.wegetyouworking.com

Our 7-Month Program includes:

Professional Development Workshops – 120 hours

Become confident in your ability to be an effective team member and an outstanding employee. These workshops are integrated throughout the program to provide you with high-impact communication, team building and problem solving skills.

Business English & Communications – 90 hours

Refine your writing skills, learn the mechanics of professional business writing and increase your ability and confidence in verbal and written communications.

Math – 30 hours

Sharpen your math skills to enable you to complete the daily business math tasks required in the computerized office environment. Develop your problem solving abilities and use these skills in other areas.

Applied Office Procedures – 45 hours

Study and practice the systems and procedures used in today's business offices – everything from file management to organizational techniques. Office generalists are those valuable few who can function in any area of office work.

Keyboarding – 100 hours

One hour of lessons per day is provided for keyboarding practice and skill enhancement.

Job Search Techniques – 51 hours

Practice, develop the skills and prepare the documentation necessary to successfully market yourself to employers.

Computer Instruction – 370 hours

Develop proficiency in computer applications that employers demand.

- Introduction to Computers
- Microsoft Windows
- Microsoft Internet Explorer
- Microsoft Office Professional Suite:
 - Access
 - Excel
 - Outlook
 - PowerPoint
 - Word
- Internet Research

Work Practicum – 8 Weeks

Use your new skills and continue training in a computerized office environment where you are supported and monitored throughout by program staff. With your input, we will find you a challenging work practicum that will enhance your marketability.

Training that works!

We have 20 years of experience training Administrative Professionals. Graduates are welcome back at any time for our assistance. Their success is our success!

Our Administrative Training Programs have consistently provided a high employment success rate.

The curriculum combines interpersonal skills training with technical training, and provides experiential learning in both areas. Team building is an integral part of the program.

The program actively incorporates a holistic approach; students are supported professionally and personally during and beyond the program into employment. We case manage students throughout the program, and provide job placement services and follow-up for six months after completion.

Campbell College Ltd is licensed as a private vocational school under the Private Vocational Schools Act.