



## ARE YOU LOOKING FOR SKILLS AND TRAINING TO SUCCEED IN YOUR CAREER? WE CAN HELP.

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.

# Training that works!

We have 24 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.



Success...is only a friendship away!

### NEXT PROGRAM

**Please contact our office for on-going program start dates**

Stanley Building #2  
101 - 11748 Kingsway Avenue  
Edmonton Alberta T5G 0X5  
Phone: 780-448-1850  
Fax: 780-447-5902

E-mail: [info@campbellcollege.ca](mailto:info@campbellcollege.ca)  
Website: [www.campbellcollege.ca](http://www.campbellcollege.ca)

# Administrative Professional Diploma Program



## Make Campbell College Your First Call

### *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.

#### **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.

#### **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.

#### **Keyboarding - 100 hours**

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

#### **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.

#### **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.



Graduates achieve Post-Secondary Administrative Professional Diploma

### FREQUENTLY ASKED QUESTIONS

**Q** What are the demographics of our students?

**A** Historically, our students are career changers who come with extensive work experience, high school graduates, and newcomers; many who have extensive education and previous administrative experience.

**Q** What do employers say about our graduates?

**A** Our graduates have a positive attitude, a strong work ethic, excellent skills, a willingness to learn and are highly motivated.