

Program Information

Administrative Assistant (formerly Business Administrative Assistant)

2025/2026

Program Overview	The Administrative Assistant program offers a diverse curriculum covering administrative procedures, Microsoft Office tools, and cloud accounting. This intensive 10-month program prepares students for a wide range of positions in office administration. Hands-on exercises, projects, and the possibility of a seven-week work placement help students transition seamlessly into careers upon graduation. Your pathway to a BBA Through our partnership with the University of Fredericton, students enrolled in this program can transfer their credits into the fully online Bachelor of Business Administration (BBA) program.
Area of Study	Applied Business
Credential	Certificate
Program Length	1 Year Full time (10 months) This program runs for 10 consecutive months, excluding student success weeks and holidays
Delivery	Hybrid (online and in-classroom)
Work-Integrated Learning	7-week practicum

Open to International Students	Yes
CIP Code	52.0401

Career Outcomes

- Administrative Assistant
- Human Resource Assistant
- Receptionist
- Data Entry Clerk
- Accounting Clerk
- Customer Care Specialist
- Marketing Assistant
- Virtual Assistant
- Bookkeeper

All Courses

Course Name	Description	Hours
Microsoft Office for Business 1 (BAA-300)	This foundational course introduces students to Microsoft Word in a Windows environment. Learn to create professional business documents such as memos, letters, and reports, while mastering essential Word features like page layout, document formatting, tables, and images. Develop productivity skills with shortcuts and tools to streamline workflows.	84 hours
Microsoft Office for Business 2 (BAA-310)	Building on Microsoft Office for Business 1, this course delves deeper into advanced word processing skills. Students practice letter styles, tables, charts, and reports	63 hours

	while exploring features like templates, outlines, styles, and mail merge to enhance their document creation capabilities.	
Administrative Procedures (BAA-320)	Master organizational skills and efficient office practices to prepare for today's workplace. Topics include effective communication, time management, records management, office image, travel arrangements, minute-taking, and Microsoft Outlook proficiency.	98 hours
Keyboarding Seminar 1 (BAA-321)	This introductory seminar focuses on keyboarding speed, efficiency, and accuracy. Students practice proper typing techniques using an online tool, aiming to meet a benchmark of 50 words per minute with 97% accuracy by the end of three keyboarding seminars.	14 hours
Accounting Principles in the Cloud (BAA-400)	Gain hands-on experience with QuickBooks Online and learn the fundamentals of accounting, from journal entries to financial statement preparation. Explore payroll, bank reconciliations, and cash control procedures using Generally Accepted Accounting Principles (GAAP). This course includes opportunities for QuickBooks certification.	98 hours
Human Relations (BAA-250)	Learn key employability skills such as teamwork, communication, cultural diversity, and conflict resolution. This course emphasizes professional development with a focus on job search strategies, interview techniques, and personal accountability.	98 hours

Microsoft Excel for Business (BAA-350)	Explore the power of Microsoft Excel to design, create, and present professional spreadsheets. Learn to apply formulas, functions, data filtering, and visualization techniques to solve real-world business problems and build custom Excel applications.	98 hours
Business Database Fundamentals (BAA-360)	Learn the essentials of database management with a focus on customer relationship management (CRM) systems. Develop MS Access databases, create reports, and integrate Excel Workbooks to analyze business data effectively.	56 hours
Business Communication Skills (BAA-410)	Develop strong communication skills to meet the demands of today's digital and fast-paced workplaces. This course emphasizes professional writing, active listening, presentation delivery, and interpersonal communication.	63 hours
Keyboarding Seminar 2 (BAA-361)	Progress your keyboarding skills from Seminar 1 by increasing speed and accuracy. Students continue practicing proper techniques to achieve higher performance benchmarks.	14 hours
Introduction to Marketing and Brand Management (BAA-370)	This creativity-focused course introduces students to marketing concepts, advertising, social media strategies, and desktop publishing. Learn to promote businesses using a mix of traditional and digital tools.	70 hours
Keyboarding Seminar 3 (BAA-371)	The final keyboarding seminar focuses on perfecting typing skills to meet the program's 50 words per minute with 97%	14 hours

	accuracy requirement, essential for work practicum eligibility.	
Applied Microsoft Office Specialist (BAA-390)	This capstone course combines advanced Microsoft Office applications and professional skills development to prepare students for the workplace. Gain industry-recognized certifications and build employability skills essential for success as an administrative professional.	240 hours
BAA Work Practicum (BAA-380)	In this six-week practicum, students gain real-world experience by applying their skills in a professional office environment. Participants must meet program benchmarks, including passing grades, a program average of 65%, and a typing speed of 50 WPM with 97% accuracy.	245 hours