

THE WINNIPEG SUN Career Connection

jobs training careers



To advertise
in this section
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"GET THERE IN UNDER 3 FOR LESS THAN 3"

(Be career ready in under 3 months for less than \$3,000)

www.RobertsonCollege.com

Administrative Professional

Valerie Viznaugh realizes that her role as an Administrative Professional is an integral part of the business. With responsibilities ranging from first point of contact for customers, to handling some of the company's most confidential and sensitive information, Administrative Professionals are often the backbone of the organization. Oft referred to in the past as "Secretaries", or Assistants", the critical role that these individuals fill has finally earned them the title of "Professional". Along with the title has come the admiration and respect of employers and co-workers alike.

Valerie graduated from an Administrative Professional training program in 1998. She had a job waiting for her upon graduation and has been successfully employed ever since. Her training provided several key skills which serve as the foundation for success as an Administrative Professional. Skills

learned in the program include basic to advanced computer skills along with effective communication and customer service training. Robertson College provides Administrative Professional training in a concise, career targeted format that enables students to graduate and be career ready in just 3 months.

This program is suitable for anyone interested in a career working in an office environment, regardless of their current computer skill level. Robertson's Administrative Professional course

utilizes the globally recognized IC3 (Internet and Core Computing Certification) curriculum using Microsoft Office 2003 software.

Students receive training in Computing Fundamentals, Key Applications and Living Online modules. In addition to the essential computer skills, the program also teaches Customer Service, Business Communication, Career Search Skills and Business Etiquette. When reviewing this program, employers



in Manitoba made comments like; "the addition of the Living Online section takes this course a step beyond the norm" and "this course addresses all the key areas that are necessary for an employee to be of value to a company".

Manitoba companies are so impressed with the content of this program that one of the provinces largest employer's looks first to Robertson college to fill their

Administrative Professional positions before considering posting the job opportunity.

The Administrative Professional program at Robertson College starts at various times throughout the year. Interested students are encouraged to contact the school at 943-5661 or visit them online at www.robertsoncollege.com.

Salary range;
\$19,000-\$40,000
per year

FINANCIAL
ASSISTANCE
AVAILABLE!

This course provides essential skills
identified by Human Resource
Development Canada!

OFFICE ADMINISTRATIVE PROFESSIONAL PROGRAM

ONLY 3 MONTHS IN DURATION!

COMPUTER SKILLS
CUSTOMER SERVICE
BUSINESS ETIQUETTE

INDUSTRY PRACTICUM
BUSINESS
COMMUNICATION

ROBERTSON
IN A CLASS BY ITSELF SINCE 1911
COLLEGE

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