

Administrative Assistant



Learn the computer software, communication, basic accounting, and administrative skills you need to get hired in any office.
Graduate in just 7 months.

Administrative assistants help businesses run smoothly by providing clerical support, answering client requests, scheduling appointments, and organizing projects.

The Administrative Assistant program is fast, flexible, and based on the skills employers want.

 Program Length: **7 months**
Includes **4 week internship**

 Program Delivery: **Online**

▸ CAREER OUTLOOK

There are many employment options for skilled administrative assistants.

▸ PROSPECTIVE JOB TITLES

Receptionist, Administrative Assistant, Office Assistant, Office Clerk Secretary, Executive Assistant

▸ WHO HIRES OUR GRADUATES

Manitoba Public Insurance, Bank of Montreal, Canada Goose Inc. Workers Compensation Board, Buffalo Gal Picture, Winnipeg Regional Health Authority

Employment Statistics

80%

Percentage of 2025 Herzing College Available
Graduates Employed in a Related Field

Employment statistics based on most recent available. Not all programs and learning formats available at all campus locations.
Information in this document is subject to change.
Updated Jan.19.2026

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✓ ADMISSION REQUIREMENTS

- Minimum of a Canadian provincial high school diploma or equivalent, or a mature student
 - Pass an entrance test administered by Herzing College
 - Be interviewed in detail regarding interest in the field
 - Note: admission to some programs may include additional requirements
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✓ COURSE LIST

The Administrative Assistant program teaches practical skills, such as Microsoft Office, typing, office procedures, oral and written communication, basic accounting, and how to manage a reception desk.

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- Written Communications
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- Word Processing
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- Accounting Fundamentals
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- Database Applications
-
- Spreadsheets
-
- Office Methods and Procedures
-
- Career Development
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- Internship
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