



Administrative Assistant and Office Technician Training

October 2025 & November 2025 Intakes

Program Length: 2 Weeks

Seats: 12 Participants

Program Overview

After completion of this program participants will have a wide range of skills and knowledge tailored to working in various administrative rolls.

Students will develop skills and awareness of worker rights, basic administrative programs including Microsoft office, entry level data input, preparation of meeting minutes and note taking, phone etiquette, and project coordination. Participants will also participate in a resume and interview workshop preparing them for interviews in an office environment.

Course Outline

- New Worker Orientation
- Core Administrative Skills
- Communications and Professionalism
- Administrative math and Calculator Skills
- Budget tracking and bookkeeping basics
- Microsoft Office and Outlook
- Business memos
- Record keeping
- Meeting agendas and minutes
- Employment Development

Contact Kristina Jensen

Phone: (250) 714-4606

Email: info@pacwesttraining.ca