

# Executive Administration Diploma Program

Length of course: 9 months



The need for qualified executive administrators is expected to remain very steady due to increasing competition and the need to replace retiring workers. This complete Westervelt program will qualify you to perform confidential duties and assist with administrative details that require knowledge of a company's policies, organization and a high level of technical skill.

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*"Because of Westervelt College, I've already obtained employment as an Administrator at a London engineering consulting firm."*

*- Lynda S.*

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## **What you'll learn:**

- Business Organization I
- Business Organization II
- Records Management
- Integrated Office Systems
- Business Language Fundamentals
- Applied Business Communication I
- Applied Business Communication II
- Business Mathematics I
- Bookkeeping
- Computerized Accounting
- Presentations with PowerPoint
- Spreadsheets for Business
- Computer Database - Access
- Business Documentation I
- Business Documentation II
- Business Documentation - words per minute
- Electronic Communication
- Career Strategies

## **Career Opportunities in Executive Administration**

**PLACES:** PRIVATE COMPANY • INSURANCE COMPANY • MANUFACTURING COMPANY • FINANCIAL COMPANY • FEDERAL/PROVINCIAL/MUNICIPAL GOVERNMENT • REAL ESTATE OFFICE • LAW OFFICE • NEWSPAPER/MAGAZINES • BOARD OF EDUCATION • AUTO DEALERSHIP • ACCOUNTANT OFFICE • PUBLIC UTILITIES COMMISSION • PROPERTY MANAGEMENT FIRM • EDUCATIONAL FACILITY • INVESTMENT FIRM