

> ADMINISTRATIVE OFFICE PROFESSIONAL

Ready to answer the call to your future?

Learn everything you need to excel in business with the knowledge and experience you'll gain in Lethbridge College's Administrative Office Professional program. With skills in accounting, bookkeeping, conference planning, records management and more, you'll be a welcome addition to any workplace.

8

NUMBER OF MONTHS NEEDED TO EARN THIS CREDENTIAL

25,700

NUMBER OF ADMINISTRATIVE OFFICE PROFESSIONALS WORKING IN ALBERTA THIS YEAR



CAREER OPPORTUNITIES

POSITIONS

- ADMINISTRATIVE ASSISTANT
- RECEPTIONIST
- BOOKKEEPER
- DATA ENTRY SPECIALIST
- PROGRAM ASSISTANT

INDUSTRIES

- COMMERCIAL AND EDUCATIONAL OFFICES
- LEGAL AND DENTAL OFFICES
- GOVERNMENT OFFICES
- INSURANCE AND REAL ESTATE OFFICES

AVERAGE ANNUAL SALARY
OF AN ADMINISTRATIVE ASSISTANT IN ALBERTA
SOURCE: ALIS.ALBERTA.CA/OCCINFO

> \$46,279

APPLY TODAY AT
lethbridgecollege.ca/aop



> ADMINISTRATIVE OFFICE PROFESSIONAL

- ONE-YEAR CERTIFICATE
- SEPTEMBER ADMISSION
- ACCURATE AT TIME OF PRINTING