



Academy of Learning

C A R E E R C O L L E G E



Chinese



English

# Project Administration Diploma Program



## CAREER OPPORTUNITIES

- ◆ Administrative Officer
- ◆ Administrative Services Coordinator
- ◆ Business Services Officer
- ◆ Implementation Officer
- ◆ Office Coordinator
- ◆ Planning Officer
- ◆ Public Trustee
- ◆ Project Manager
- ◆ Project Coordinator
- ◆ Operations Manager
- ◆ Chief Operating Officer
- ◆ Project Engineer
- ◆ Portfolio Manager
- ◆ Project Administrator

**Government Grants, Scholarships, and Financial Aid  
May be Available For Those Who Qualify**



**905-595-7775**



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**Unit 202, 10909 Yonge Street, Richmond Hill, Ontario. L4C 3E3**

# Project Administration Diploma Program

## Program Objectives

Project Management is a function of business that is growing in relevance, recognition, and scope. The Project Administration program is positioned as an entry-level access point to this profession and will give students a competitive advantage in this untapped market segment. The program provides the basic foundation towards industry certification through the Project Management Institute (PMI), specifically the Certified Associate in Project Management (CAPM) designation. This certification will give students opportunities for career growth and advancement.

## Delivery Method

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators
- Online/Hybrid

## Duties and Responsibilities

Project Administrators perform a wide range of project management support and administrative duties. Specific job duties vary with education and experience. Duties may include:

- Monitoring project progress and address potential issues
- Coordinating quality controls to ensure deliverables meet requirements
- Measuring and reporting on project performance
- Acting as the point of contact for all participants
- Scheduling regular meetings and record decisions
- Breaking projects into doable tasks and setting time-frames and goals
- Creating and updating workflows
- Conducting risk analyses

## Career Opportunities

- Administrative Officer
- Administrative Services Coordinator
- Business Services Officer
- Implementation Officer
- Office Coordinator
- Planning Officer
- Public Trustee

## Competencies and Core Courses

### Word Processing

Advanced level of proficiency in Microsoft Word

### Spreadsheets

Intermediate level of proficiency in Microsoft Excel

### Office Skills

Office Procedures Levels 1 and 2, Basic Bookkeeping Level 1, basic level of proficiency in Microsoft Outlook, and Internet Fundamentals

### Graphics/Presentation

Advanced level of proficiency in Microsoft PowerPoint

### Business Skills

Business Essentials, Business Verbal Communication, Business Negotiations & Contracts, Business Financial Management, Business Supervisory Skills, Business Presentations, Business Correspondence Level 1 and Level 2, Grammar Essentials for Business Writing, Business Math, Customer Service and Project Management Fundamentals Levels 1 and 2

### Job Readiness/Employability Skills


Job Search and Résumé Writing and Employment Success Strategies

### Operating Systems

Basic level of proficiency in a Windows operating system

## Financial Assistance

- Ontario Student Assistance Program (OSAP)
- Better Jobs Ontario Program
- Interest-Free Monthly Payment Plan Options

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