

Essential Skills you will need for your Career Pathway

The fourteen skills described below are identified by Human Resources Development Canada as “essential skills” through research and interviews with over 3,000 Canadian workers. These skills are used to varying degrees in virtually all occupations; they are not the technical skills required by specific occupations. People in all types of jobs need to be able, for example, to read, to make decisions, and to solve problems. They also need to develop such general skills for use not only in the workplace, but also in everyday life and for lifelong learning.

- **Reading...**the comprehension of text consisting of sentences and paragraphs
- **Writing...**the preparation of written materials for a variety of purposes
- **Use of documents...**the use of labels, lists, signs, graphs, charts, tables, forms, and other similar materials
- **Use of computers...**the use of any type of computerized technology
- **Money math...**the use of mathematical skills in making financial transactions, such as handling cash, preparing bills, and making payments
- **Scheduling or budgeting and accounting...**planning for the best use of time and money, as well as monitoring of the use of time and money
- **Measurement and calculation...**the measurement and calculation of quantities, areas, volumes, and/or distances
- **Data analysis...**the collection and analysis of data in numerical form
- **Numerical estimation...**the production of estimates in numerical form
- **Oral communication...**the use of speech for a variety of purposes
- **Job task planning...**the planning and organization of one's own work
- **Decision making...**the making of any type of decision, using appropriate information
- **Problem solving...**the identification and solving of problems
- **Finding information...**the use of a variety of sources, including written text, people, computerized databases, and information systems

For further information, please contact:

Marisa Certossi
Coordinator
Administrative Assistant Program
(705) 566-8101, extension 7759
macertossi@cambridnc.on.ca

or

Cambrian Liaison Office
(705) 524-7303
Ontario toll-free 1-800-461-7145, ext. 7597
E-mail info@cambridnc.on.ca

**Make an appointment to see your school
guidance councillor to discuss the
Administrative Assistant program in greater detail.**



**Cambrian College
of Applied Arts
and Technology**

1400 Barrydowne Road
Sudbury, Ontario
Canada P3A 3V8
www.cambridnc.on.ca

A joint Rainbow District School Board, Sudbury Catholic District
School Board and Cambrian College initiative.

Pathways

Enhancing Educational Opportunities for Students

A School / College / Work Initiative

Administrative Assistant

Course Selection and Career Pathways

From
Manitoulin Secondary School
To
Cambrian College of Applied Arts and Technology



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Students following this pathway would possess the following characteristics

- Enthusiasm and self-confidence
- Ability to make decisions
- Ability to engage customers
- Competitiveness
- Ability to work under pressure
- Excellent problem-solving skills
- Discipline and strong work ethic
- Outgoing, personable disposition

Employment Opportunities

- Multi-faceted positions within any corporate, small and mid-sized business setting
- May also advance into supervision, training, research and information management positions
- Office Managers, Office Coordinators, Executive Assistants

Cambrian College Admission Requirements

OSSD or equivalent or mature student status, including:

- Any grade 12 English (C), (U) or (M)
- Any grade 11 or 12 Mathematics (C), (U) or (M)

Program Description

This program has been designed to provide the student with a comprehensive knowledge of computer software and administrative office management applications. Students will build upon their technical and administrative skills so that when they are employed they can act independently and make decisions with minimal supervision.

Administrative Assistant

Note: (*) indicates compulsory credits for OSSD

Shaded text = credits recommended for transition to college program

Grade 9		Grade 10		Grade 11		Grade 12	
English*	ENG1D ENG1P	English*	ENG2D ENG2P	English*	ENG3C	English*	ENG4C
Math*	MPM1D MFM1P	Math*	MPM2D MFM2P	Math*	MBF3C	Option	Option
Canadian Geography*	CGC1D CGC1P	Canadian History*	CHC2D CHC2P	Information Technology Applications in Business	BTA3O	Communication in the World of Business and Technology	EBT4O
Science*	SNC1D SNC1P	Science*	SNC2D SNC2P	Introduction to Financial Accounting	BAF3M	Principles of Financial Accounting	BAT4M
French*	FSF1D FSF1P	Careers and Civics* 0.5 cr. each	GLC2O & CHV2O	Understanding Canadian Law	CLU3M	Option	Option
Introduction to Information Technology in Business	BTT1O	Introduction to Information Technology in Business	BTT2O	Option	Option	Option	Option
Option	Option	Introduction to Business	BBI2O	Option	Option	Option	Option
Option	Option	Option	Option	Option	Option	Option	Option
ADDITIONAL COMPULSORY REQUIREMENTS		1 credit in Arts and one credit in Health and Physical Education 1 additional credit in English, or Third Language, or Social Sciences and the Humanities, or Canadian and World Studies 1 additional credit in Health and Physical Education, or the Arts, or Business Studies 1 additional credit in Science (Grade 11 or 12) or Technological Education (Grade 9-12)					