

Cypress College Advantage

Funding Assistance
Instructor Lead Training
Smaller Classes
Hands on Experience
Flexible Schedules
Employment Skills Training
Job Placement Services
On Site Test Center

For a Complete List of Courses and
Diploma Programs or to
APPLY ONLINE

Visit our Website at:

www.cypresscollege.ca



We Will Help You Explore All Available Funding Opportunities

You may qualify for Grants or Bursaries?

Are you on EI?

Student Loan Applications

Education is available to all Albertans!

Let us navigate the complex and often
confusing funding process.

We can help you understand what funding
you may qualify for.



203-665 Kingsway Ave SE
Medicine Hat, AB T1A 2W8

403-527-4382

www.cypresscollege.ca



A Division Of Memory Lane Computer Training

Administrative Technologies Diploma



APPLY ONLINE

www.cypresscollege.ca

Computer Skills Training

- PC Basics
- Intro Word
- Word: Building Productivity
- Word: Merging, Collaboration & Advanced Topics
- Intro Excel
- Excel: Functions, Charts & Formatting
- Excel: Data Tools, collaboration & Analysis
- Outlook
- Internet
- PowerPoint
- Photoshop Basics
- Illustrator Basics
- Dreamweaver
- Spyware & Viruses
- MS Project
- Accounting Basics
- QuickBooks Accounting
OR Simply Accounting

Free Laptop

Students in the Administrative Technologies Diploma Program receive a free laptop .Set up and ready to go with the software you need . Yours To Keep!

Employment Skills Training

- Personality Dimensions
- Survivor
- Communications
- Customer Service
- Work Search



This program starts from basic computer skills and prepares them for multiple office environments. The wide range of skills students develop in this program makes them an asset to many employers.

Specific Jobs for Graduates after Program:

- Executive Assistants
- Secretaries
- General Office Clerks
- Receptionist
- Accounts Receivable Clerk
- Accounts Payable Clerk
- Customer Service
- Administrative Assistants