

# Administrative Technologies Diploma

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.



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

## Admission Requirements for Program:

*Grade 12 Diploma or*

*GED OR*

*Mature Students Status (Must pass Valpar Test)*

## We Will Help You Explore All Available Funding Opportunities

You may qualify for Grants or Bursaries?

Are you on EI?

Student Loan Applications



For a Complete List of Courses and Diploma Programs  
or to **APPLY ONLINE** Visit our Website at:

[www.cypresscollege.ca](http://www.cypresscollege.ca)

## Free Laptop

Students in the Administrative  
Technologies  
Diploma Program receive a  
free laptop that is ready to go  
with the software you need! \*\*  
Yours To Keep!

\*\*subject to receipt of funding



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## 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

## Employment Skills Training

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

## Computer Skills Training

- PC Basics
- Word Fundamentals
- Word Intermediate
- Word Advanced
- Excel Fundamentals
- Excel Intermediate
- Excel Advanced
- Outlook
- Internet
- PowerPoint
- Photoshop Basics
- Illustrator Basics
- Dreamweaver
- Spyware & Viruses
- MS Project
- Accounting Basics
- QuickBooks Accounting  
OR Simply Accounting
- IC3 Prep