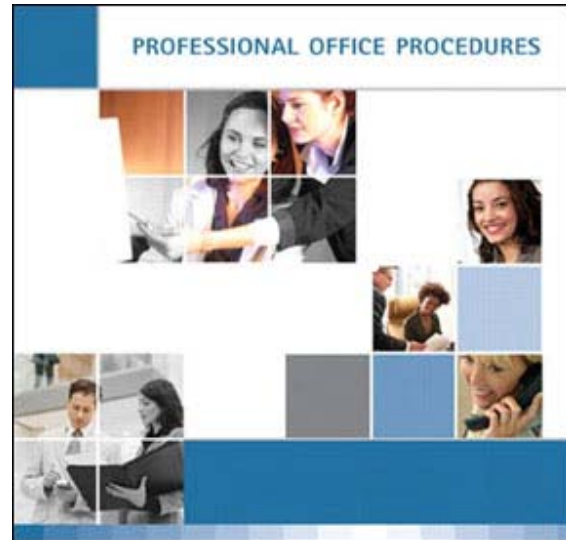


NATIVE EDUCATION & TRAINING COLLEGE

90 Division Street North Bay ON P1B 8Z4
Toll Free: 1.800.267.2577 Fax: 705.497.7839
Website: www.nativetc.com

Executive Assistant Diploma Program (2~Semesters)



Our two- semester executive assistant diploma program will open doors for you from within your First Nation community as an executive assistant working directly for the chief and or council and for the community as a whole. Are you an Administrative Assistant ready to enhance your career? Improve your skills, and handle more responsibility with confidence?

Take the next step to become an Executive Assistant. This diploma program will build your confidence and improve your professional skills in order to provide administrative support to the community's professional teams.

Semester One Curriculum:

- Study Skills Strategies
- Office Management
- Leadership Skills
- Administrative Assistant
- Online Microsoft Computer Applications

Semester Two Curriculum:

- Writing Business Proposal & Reports
- Online Microsoft Computer Applications
- Project Management
- Effective Meeting Skills

Click [HERE](#) to enroll