

DIGITAL OFFICE CERTIFICATION PROGRAM

OVERVIEW

Embark on a transformative journey with our Digital Office 4-month Certification program. In this comprehensive course, you'll master essential office skills, including administrative tasks, data management, and customer service. Learn to optimize office operations, streamline processes, and enhance your digital proficiency.

Upon completion, you'll be equipped with a certification and the practical knowledge to excel in various office roles, making you a valuable asset in today's technology-driven workplace. Elevate your career prospects with this dynamic program and seize new opportunities in the digital office landscape.

ACADEMIC PARTNERS

Alberta Educational Centre proudly collaborates with globally recognized entities such as CompTIA, EC-Council, Cloud Guru, and more.

Through these partnerships, we provide affordable examination and proctoring services, ensuring accessibility to valuable certifications for all.

PROGRAM LENGTH:

**18 WEEKS
360 HOURS**

Source:
www.myaec.ca

AVERAGE ANNUAL SALARY:

**\$42,000
-
\$67,000**

Source:
www.glassdoor.ca/Salaries

PROGRAM HIGHLIGHTS



FLEXIBLE SCHEDULE

Join classes based on your availability.



FINANCIAL AID AVAILABLE

Get student aid for full-time studies.



LAPTOP VOUCHER

Enhanced access to technology and education.



GET INDUSTRY CERTIFIED

Industry standard certifications.



SMALL CLASS SIZES

More personalized attention.



CAREER ADVISING

Guidance, clarity, goals, success, informed decisions.



STUDENT- CENTERED APPROACH

Student well-being comes first.



COURSE OUTLINE

Our comprehensive curriculum and expert instructors, will equip you with the skills and knowledge needed to excel in this rapidly evolving field.

**20
HRS**

INTRODUCTION TO COMPUTER

Essentials of IT with our IT Fundamentals Pro Course. Build a strong foundation in technology, hardware, software, and networking, setting the stage for a successful IT career.

**08
HRS**

ONLINE ESSENTIALS

Become a networking pro with our Network+ course. Gain expertise in network architecture, protocols, security, and troubleshooting.

**12
HRS**

COMPUTER ESSENTIALS

Gain in-depth knowledge and skills in Linux operating systems, covering installation, configuration, security, and administration to empower proficient Linux users.

**240
HRS**

MICROSOFT OFFICE

Gain in-depth knowledge, skills, and certification to protect digital assets and navigate the complex world of information security.

**20
HRS**

BASIC BOOKKEEPING

Learn foundational knowledge and skills to protect digital systems, data, and networks from cyber threats and vulnerabilities.

**20
HRS**

KEYBOARD BEGINNER

Introducing fundamental keyboard skills, covering typing techniques, basic shortcuts, and keyboard familiarity for enhanced computer usage.

**20
HRS**

TELEPHONE COMMUNICATION SKILLS

Learn to convey professionalism, handle calls confidently, and build strong connections, enhancing your communication skills.

**20
HRS**

WORKPLACE SKILLS FOR EMPLOYMENT PREPARATION

Develop crucial professional skills and gain a competitive edge in today's job market.

GET IN TOUCH

We'd love to hear from you! Whether you have questions, feedback, or inquiries, reaching out is always the first step.

P: 403 441 2059

E: contact@myaec.live

W: www.myaec.ca



ADMISSION

Admission requirements for the Digital Office Certification program at Alberta Educational Centre may vary, but typically include the following:

- **High school diploma or non-Alberta equivalent or Successful completion of the General Equivalency Diploma (G.E.D).**
- **A minimum grade of 70% on the assessment test.**
- **Transcripts demonstrating 3 years of full-time secondary education or one year of post-secondary education at a school where English was the language of instruction.**
- **Obtain a score of 5 on the Canadian Language Benchmark (CLB) or equivalent on other assessment tests.**

Source: alis.alberta.ca

CAREER OPPORTUNITIES

Graduates with a Digital Office Certification from Alberta Educational Centre can pursue various rewarding career opportunities, including:

- OFFICE ADMINISTRATOR**
Oversee daily operations in an office environment.
- ADMINISTRATIVE ASSISTANT**
Provide administrative support to management and staff.
- DATA ENTRY CLERK**
Input and manage data efficiently.
- EXECUTIVE ASSISTANT**
Assist top-level executives with administrative tasks.
- RECEPTIONIST**
Greet visitors and manage phone calls.
- RECORDS COORDINATOR**
Organize and maintain office records.
- OFFICE CLERK**
Perform general administrative tasks.

STUDENT AID

This program is eligible for full-time post-secondary assistance by Alberta Student Aid.

PROGRAM COST

www.alis.alberta.ca

Our full-time program requires a minimum commitment of 20 hours per week. We expect your dedication to achieving your educational goals, and we're here to support your journey.

FEE STRUCTURE

TUITION FEE COVERS ALL EXPENSES;
NO HIDDEN COSTS. INCLUSIVE OF
MATERIALS, RESOURCES, AND ANY
ADDITIONAL FEES.

DIGITAL OFFICE CERTIFICATION

TOTAL PROGRAM COST:
\$6,230.00



ACCESS TO A TEACHER

GAIN PERSONALIZED
GUIDANCE WITH DIRECT
ACCESS TO A DEDICATED
TEACHER FOR
INTERACTIVE, EFFECTIVE
LEARNING SUPPORT.



SUPPLEMENTARY CERTIFICATIONS

1 SUPPLEMENTARY
CERTIFICATION, DIRECTLY
ALIGNED WITH YOUR
FIELD OF STUDY,
BOOSTING SKILLS AND
CREDENTIALS.



LAPTOP VOUCHER

RECEIVE AN EXCLUSIVE
\$800 LAPTOP VOUCHER,
**AS SOON AS YOU
FINISH ORIENTATION.**



CAREER SERVICES

GUIDANCE FOR POST-
GRADUATES, OFFERING
PERSONALIZED SUPPORT
AND INSIGHTS FOR
CAREER ADVANCEMENT
AND ACADEMIC
PURSUITS.



COLLABORATIVE TOOLS

EFFORTLESS SCHOOL
TASKS WITH SIMPLIFIED
TOOLS, MAKING
LEARNING SMOOTHER
AND MORE EFFICIENT
FOR STUDENTS.



RECORDED LECTURES, MULTIMEDIA CONTENTS

ACCESS RECORDED
LECTURES, ENRICHING
MULTIMEDIA CONTENT
FOR FLEXIBLE LEARNING
AND A DYNAMIC
EDUCATIONAL
EXPERIENCE ANYTIME,
ANYWHERE.



E-LEARNING PLATFORMS

ONLINE PLATFORMS
FACILITATING REMOTE
LEARNING, OFFERING
COURSES, RESOURCES,
AND INTERACTIVE TOOLS
FOR ACCESSIBLE
EDUCATION ANYTIME,
ANYWHERE.



STUDENT PORTALS

ONLINE PLATFORMS FOR
STUDENTS TO ACCESS
RESOURCES, GRADES,
AND COMMUNICATION,
ENHANCING ACADEMIC
ENGAGEMENT AND
CONVENIENCE.



ONLINE ASSESMENT

REMOTE EVALUATION
USING DIGITAL
PLATFORMS TO ASSESS
KNOWLEDGE, SKILLS, OR
PERFORMANCE THROUGH
ONLINE TESTS OR
EXERCISES.

