



	Duration 16 months (4 semesters, 750 hours)		Schedule Full-time Evening		Language of Instruction French		Method of Instruction Online
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Be your superior's most-trusted employee and embark upon a rewarding career as an administrative assistant. In just 16 months LaSalle College Montréal's Executive Assistant ACS will provide you with essential skills in management, organization, and communication. Leverage your creativity and eye for detail in real projects and to create informational media.

Career Prospects and Career Fields

Technological advancements and administrative modernization are influencing the service and construction sectors. Administrative support is facing a lack of successors, and remote work could stimulate independent work, increasing the demand for bilingual candidates.

- Executive Assistant,
- Administrative Assistant,
- Administrative Secretary,
- Executive Secretary (except legal and medical fields),
- Human Resources Secretary,
- Technical Secretary,
- Sales Secretary,
- School Secretary,
- Desk Officer/Administrative Support Officer,
- Office Technician,
- Secretary-Clerk/Office Clerk.

Diploma and Accreditation

This Attestation of College Studies (ACS) is approved by the ministère de l'Enseignement supérieur of Québec and is internationally recognized.

ACS programs are part of continuing education and destined primarily for adults seeking to add value to their skill set or reorient their career. A student without a Certificate of eligibility (CEO) who begins an ACS program in English will be required to demonstrate sufficient knowledge of French, as defined by the regulations of the Ministère de la Langue française, in order to graduate.

This program is offered exclusively in French at LaSalle College Montréal. If you wish to enroll in the English program, please refer to the program available at LaSalle College Vancouver.



For this program, you'll need to use your own computer equipment.

[SEE REQUIREMENTS](#)


Admissions Criteria

Exceptions to these admission criteria may be applied. Every application is reviewed by the College. To be eligible for acceptance into an ACS program, applicants are generally required to meet one of the following criteria:

- Have interrupted their full-time studies for at least two (2) consecutive semesters or one (1) full school year; or
- Have followed post-secondary studies for a period of at least one (1) year; or
- Have a Secondary School Diploma (SSD) or a Diploma of Vocational Studies (DVS), and the program allows them to receive a technical training that is not available in a DCS program; or
- Have an equivalent education or an instruction deemed sufficient and meet the admission criteria set for college studies.

List of Courses

ACS programs are based on DCS program curricula, but do not have general education courses like French, English, or Philosophy.

Concentration Courses

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|--|--------|
| • Introduction to Administrative Tasks | (45 h) |
| • Communication in the Workplace | (60 h) |
| • Word I: Word Processing | (45 h) |
| • Information Design and Presentation | (45 h) |
| • Introduction to Graphic Design | (60 h) |
| • Word II: Word Processing | (45 h) |
| • Excel I: Data Creation and Use | (45 h) |
| • Accounting Principles I | (45 h) |
| • Excel II: Data Creation and Use | (45 h) |
| • Accounting Principles II | (45 h) |
| • Social Media and the Web | (45 h) |
| • Event Planning | (45 h) |
| • Databases | (45 h) |
| • Managing and Coordinating Work | (45 h) |
| • Integration Project | (90 h) |

* The College reserves the right to substitute certain courses.