



**ADMINISTRATIVE ASSISTANT ONLINE PROGRAM**

**West Prince Campus  
509 Church Street  
Alberton, PE C0B 1B0**

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**Course Start Date:** September 2nd, 2020

**Christmas Break:** Starts: December 11<sup>th</sup>, 2020

**Second Semester:** Starts: January 6<sup>th</sup>, 2021

**Spring Break:** February 22nd – 26<sup>th</sup>, 2021

**Semester Ends:** April 23<sup>rd</sup>, 2021

<b>Program</b>	<b>Fall Semester (September - December 2020) Delivery Method</b>	<b>Winter Semester (January - April 2021) Delivery Method</b>
<b>Administrative Assistant</b>		
Face-to-Face Class	Distant Delivery	Face-to-Face Delivery
Online Distant Class	Distant Delivery	Distant Delivery

**Definition of Distance Learning:** Students can choose the geographic location where they access and engage in the course learning activities and curriculum. Distance learning can occur either synchronous (real time) or asynchronous (on your own time).

Both the face-to-face and online program has assignment schedules in each course for you to follow and they clearly outlined the timelines and due dates for the assignments, projects, and quizzes.

**Textbook:**

**All textbooks for the Administrative Assistant program are sold at the Holland College Waterfront Campus Bookstore, Summerside, PE. Some textbooks are available at the bookstore as a hard copy or an ebook.**

<b>Textbook List</b>	<b>Course List</b>
Personal Development for Life and Work, 10 <sup>th</sup> Edition	Professionalism & Interpersonal Communications
The Administrative Professional Technology and Procedures 4 <sup>th</sup> Canadian Edition	Office Procedures I & II
Paradigm Keyboarding & Applications 1, 7 <sup>th</sup> Edition Session 1 - 60	Keyboarding I & II
English Brushup, 6th edition	English
MyLab IT with Pearson eText -- Access Card -- Skills for Success with Office 365, 2019	Computer Essentials
IMPACT! A Guide to Business Communication	Business Communications
Learning Sage 50 Accounting, 20 <sup>th</sup> Edition – A Modular Approach 2019	Office Finance

**Technical Requirements:**

**Some of the software programs used are not compatible with Mac products, so if you use a Mac you will have to get access to a HP, Dell or Acer laptop or desktop computer. You will need a strong internet connection, printer/scanner, headset or microphone, and webcam.**

**Student Hardware and Software Needs for Blended and Distance Learning (Current as of May 2020)**

**Requirements:**

Note: These are general requirements for students to participate in blended and distance courses. Some programs may have higher or different requirements and prospective students should consult their program information.

1. A desktop or laptop computer. Either a Windows-based PC with Windows 10 or a Mac with macOS Catalina 10.15 or higher. Processor: Intel i3 minimum with i5 or higher recommended. RAM: 4 Gb minimum with 8Gb or higher recommended. Storage: 10 Gb storage minimum with SSD disk recommended. Regarding storage – some programs may have higher storage requirements.
2. Speakers/headphones/earbuds with microphone for listening to audio or videos presented in courses. Note: your laptop may have a built-in microphone and speakers, but we recommend an external set for best quality of experience during synchronous activities.
3. A built-in or external webcam for interacting in course activities that require video feedback from students.

4. Google Chrome is the only browser that SAM (the College's LMS) completely supports.
5. Microsoft Office 365. Students have free access to install the suite on their computers, tablets or other mobile devices. A browser-based version is available.
6. Adobe Reader DC.
7. An Internet connection with a minimum download speed of 10Mb/s and an upload speed of 1Mb/s is recommended. A wired connection to your home router is typically preferable to a wireless connection as it provides better stability and performance.
8. Tablets, smart phones, and Chromebooks may allow you to access some course content but have limited functionality and are not recommended.

### **Internet Connectivity**

To test your internet speed, go to <https://www.speedtest.net/> and click the "go" button. A test will take place that measures the speed at which you can upload or download data from the internet from your current location. It is normal for the upload speed to be much lower than the download speed. If necessary, consider asking others in your household to limit their use of devices/internet when you are involved in a 'virtual' class session.

The router in your house might send out more than one signal. Many routers broadcast a 2.4Ghz and a 5Ghz signal simultaneously. Connecting to the 5Ghz band is best. If you have an ethernet cable and your computer is situated near your router or modem, you might be able to use a wired connection instead of Wi-Fi for the best connectivity. For more information or help with this, email [sam@hollandcollege.com](mailto:sam@hollandcollege.com).

I will be back in the office on Monday, August 24<sup>th</sup> if you have questions before the program begins. I am looking forward to supporting you in your learning journey.

Kind regards,

Sherri Roberts  
Learning Manager