ADMINISTRATIVE ASSISTANT

Central Okanagan Public Schools
Together We Learn

Okanagan COLLEGE

The Administrative Assistant Certificate program is a 1,110 hour (37 week) certificate program which includes word processing, spreadsheet, database, desktop publishing, computerized accounting, and presentation software. Students also learn business communications, business math, office procedures, effective job search techniques, accounting, and self-management skills. There is a three-week practicum component to this certificate.

The Administrative Assistant Certificate program is offered on campus as well as online. On-site students are normally enrolled full time; students wishing to take courses on campus on a part-time basis should consult with the department chair. Online students may complete the program part time.

Graduates may be employed as receptionists, general clerks, administrative or executive assistants, and other similar careers.

Graduates may also continue their education as the Administrative Assistant Certificate program is recognized by other programs such as the Okanagan College Legal Administrative and Medical Administrative Assistant Certificate programs. As well, select courses transfer to the Okanagan College Business Administration, Canadian Institute of Bookkeeping (CIB), and the Canadian Payroll Association programs.

Admission Requirements

Grade 12 student with good attendance and academic standing on a Dogwood graduation plan.

Graduation Requirements

Minimum passing grade per course is 70%

Program Outline

OADM 167 Computer Essentials and the Internet
OADM 174 Keyboarding
OADM 110 Business Communications
OADM 128 Word Processing I
OADM 180 Self-Management Skills
OADM 130 Business Math and Calculators
OADM 136 Office Procedures
OADM 132 Organizational Software
OADM 135 Records Management
OADM 165 Presentation Graphics
OADM 181 Job Search Techniques
OADM 169A Spreadsheet I
OADM 169B Spreadsheets II
OADM 129 Word Processing II
OADM 143 Accounting I
OADM 152 Accounting Software I
OADM 142 Payroll Accounting
OADM 168 Database
OADM 171 Desktop Publishing
OADM 127 Administrative Assistant Simulation
OADM 190 Online Marketing
OADM 182 Office Practicum

Credits Earned

Students will earn 40 elective credits (10 courses) at the grade 12 level

Tuition

SD23 pays: $4,531.45
Student pays:

- Textbooks: $1,800 approximately
- Mandatory Fees $652.95, includes: Activity fee, Health & Dental, Student Association fee, Education Technology fee, Development fee.
  All amounts are approximate and are subject to change.

Sponsorship Requirements for SD23 Students

- Attend "Student for a Day"
- Complete the School District application package and hand it into your Career Programs Coordinator
- Be on track to graduate with a Dogwood diploma
- Meet with Career Coordinator to review program and school district exemptions
- Okanagan College course requirement / admission requirements met for program
- Application approved and accepted by School District
- An interview may be required for potential applicants

Location

Okanagan College Kelowna Campus
1000 KLO Rd, Kelowna, BC

Student for a Day

Arrange your Student for a Day experience by contacting your school Career Coordinator.

Applications are available at your school Career Centre or www.dualcredit23.sd23.bc.ca

Contacts, Bob Boback, Dual Credit Co-ordinator, bob.boback@sd23.bc.ca or Lynn Kumalae, Administrative Assistant, lynn.kumalae@sd23.bc.ca