OFFICE ASSISTANT

Central Okanagan Public Schools — Together We Learn

OC Okanagan COLLEGE
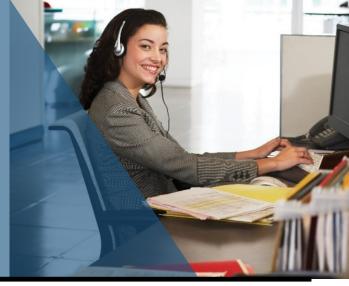
The 510-hour (17 weeks) Office Assistant Certificate program is an entry-level program for students interested in working in business offices. Students in this program learn essential business skills such as business communications, computer essentials, office procedures, business math, word processing, spreadsheet and database software. Graduates may be employed as receptionists, file clerks, and office assistants. Graduates of this program may also choose to continue their education by enrolling in more advanced Office Administration programs such as the Accounting Assistant, Administrative Assistant, Legal Administrative Assistant, or Medical Administrative Assistant Certificate programs.

The Office 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 site on a part-time basis should consult with the department chair. Online students may complete the program part time.

Admission Requirements

- Grade 12 student
- Grade 12 English completed successfully

Employment Opportunities

- Administrative Assistant
- Account Payable/Receivable Clerk
- Accounting Clerk
- Receptionist
- Real Estate Assistant
- Financial Services Clerk
- Payroll Clerk
- Government Clerk

Program Outline

OADM 110 Business Communications
OADM 130 Business Math and Calculators
OADM 132 Organizational Software
OADM 135 Records Management
OADM 136 Office Procedures
OADM 167 Computer Essentials and the Internet
OADM 168 Database
OADM 169A Spreadsheet I
OADM 174 Keyboarding
OADM 128 Word Processing I
OADM 180 Self-Management Skills
OADM 181 Job Search Techniques
OADM 164 Presentation Graphics

Graduation Requirements of program

Minimum passing grade per course is 70%

Tuition

SD23 pays: $2,104.77
Student pays:

- Mandatory Fees $635.39 includes: Activity fee, Health & Dental, Student Association fee, Education Technology fee, Development fee.
  *All amounts are approximate and are subject to change.

Credits Earned

Students will earn 20 elective credits (5 courses) at the grade 12 level

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, 1000 KLO Rd, Kelowna, BC

Student for a Day

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

CONTACTS

Bob Boback, Dual Credit Coordinator, bob.boback@sd23.bc.ca or **Lynn Kumalae**, Admin Assistant, lynn.kumalae@sd23.bc.ca

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