

Administrative Assistant

School District Dual Credit Program

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

- B.C. Secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- English 11 with minimum 50% or alternatives; or a minimum score of 70% on an Okanagan College Office Administration English entrance test.

Graduation Requirements

Minimum passing grade per course is 70%.



Program Outline

- OADM 110 Communications I
- OADM 111 Letter Writing
- OADM 127 Administrative Assistant Simulation
- OADM 130 Business Math and Calculators
- OADM 132 Organizational Software
- OADM 135 Records Management
- OADM 136 Office Procedures
- OADM 143 Accounting I
- OADM 142 Payroll Accounting
- OADM 152 Accounting Software I
- OADM 165 Presentation Graphics
- OADM 167 Computer Essentials and the Internet
- OADM 168 Database
- OADM 169A Spreadsheet I
- OADM 169B Spreadsheets II
- OADM 171 Desktop Publishing
- OADM 174 Keyboarding
- OADM 128 Word Processing I
- OADM 129 Word Processing II
- OADM 180 Self-Management Skills
- OADM 181 Job Search Techniques
- OADM 182 Office Practicum

Fees

SD23 Pays:

- 2019-20 Tuition: \$4012.81

Student Pays:

- Textbooks: \$1,800 approximately
- Mandatory Fees \$739.87 includes: Activity fee, Health & Dental, Student Association fee, Education Technology fee, Development fee.
- All amounts are approximate and are subject to change.

Employment Opportunities

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

Student for a Day

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

Location

Okanagan College Kelowna Campus
1000 KLO Road, Kelowna, BC V1Y 4X8
Tel: 250-762-5445
Toll Free: 1-877-755-2266

Sponsorship Requirements for School District Students

- Attend "Student for a Day" at Okanagan College in the program of interest
- 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 expectations
- Okanagan College course requirements/admission requirements met for program
- Application approved and accepted by School District
- An interview may be required for potential applicants

CONTACTS:

Applications are available at your school Career Centre or www.dualcredit23.com

Bob Boback, Dual Credit Coordinator

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