

# Office Assistant

## School District Dual Credit Program

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

- 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

Graduation from the Office Assistant Certificate program requires successful completion of all courses in the program with a minimum final grade of 70 per cent in each.

### Program Outline

OADM 110 Communications I  
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 169A Spreadsheet I  
OADM 174 Keyboarding  
OADM 128 Word Processing I  
OADM 180 Self-Management Skills  
OADM 181 Job Search Techniques  
OADM 165 Presentation Graphics



### 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

## Fees

### SD23 Pays:

- 2020-21 Tuition: \$1906.38

### Student Pays:

- Mandatory Fees \$401.55 includes: Activity fee, Health & Dental, Student Association fee, Education Technology fee, Development fee
- Textbooks: \$1000

\*All program costs are approximate and subject to change without notice

## Employment Opportunities

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

## Location

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

### CONTACTS:

Applications are available at your school Career Centre or [www.dualcredit23.com](http://www.dualcredit23.com)

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