



OFFICE ADMINISTRATION DEPARTMENT

Administrative Assistant Fundamentals Certificate (AAF) Quick Facts 2011-2012

The **Administrative Assistant Fundamentals Program** is an 18-week program for students who have no prior business education or experience who wish to enroll in the Legal, Medical or Accounting Assistant certificate program. Graduates of the Administrative Assistant Fundamentals program (AAF) will most likely continue their education by enrolling in the Legal Administrative Assistant Litigation and/or Corporate/Conveyancing, Medical Administrative Assistant or Accounting Assistant certificate programs. The Administrative Assistant Fundamentals program may be completed on-campus or online.

Graduates of the Administrative Assistant Fundamentals program will have acquired essential business skills such as English, human relations, computer essentials, Internet, office procedures, records management, word processing, transcription, Web site maintenance, presentation software, and business math. Graduates from the Administrative Assistant Fundamentals Program may immediately begin the Legal Administrative Assistant Corporate/Conveyancing, Legal Administrative Assistant Litigation, Accounting Assistant, or Medical Administrative Assistant or continue with the Administrative Assistant programs at Okanagan College.

Attendance Options

- **September to January**, (18 weeks) full- or part-time day classes in Kelowna, Penticton, Salmon Arm, and Vernon
 - September 6, 2011 – January 18, 2012
 - Monday – Friday, six hours per day (30 hours per week)
- **Online year-round** through Okanagan College

Cost \$ 2,372*

**estimated costs based on 2009 rates and are subject to change.*

- **Tuition** \$1,595*
- **Texts** approximately \$430 * if purchased new – used texts are available.
- **Dental/Extended Health** \$117 * (may be waived)
- **Student activity and other ancillary fees** \$230 *
- **Eligible for sponsorship** through government agencies
- **Financial assistance** may be available to eligible students in the on-campus program.

AAF courses lead to further education in:

- Legal Administrative Assistant Corporate/Conveyancing and/or Legal Administrative Assistant Litigation - Okanagan College
- Administrative Assistant – Okanagan College
- Accounting Assistant – Okanagan College
- Medical Administrative Assistant – Okanagan College
- International Association of Administrative Professionals (IAAP) certification www.iaap-hq.org/
- Business Administration Certificates, Diploma and Degrees - Okanagan College

Admission Requirements:	<ul style="list-style-type: none"> • Graduation from Grade 12 (or equivalent); or mature student status (age 19 and out of full-time high school for at least one year prior to commencement of the program). • A minimum of 67% in any math 11 course or equivalent or a minimum score of 70% on a basic business mathematics assessment. • A minimum of 67% in English 11 or an equivalent Advanced Level Adult Basic Education English course or a minimum score of at least 70% on a basic English comprehension assessment. • Touch typing and a keyboarding speed (20 wpm) is desirable • Mature students are encouraged to contact the department for a review of prior learning.
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Courses Include** (All courses are available on-campus and **online** for full- or part-time study)

Course Number and Name	Hours	PLA Available***
OADM 100 Word Processing	120	Yes
OADM 110 Communications	90	Yes
OADM 120 Office Procedures and Records Management	60	Yes
OADM 126 Transcription	30	
OADM 130 Business Math and Calculators	60	Yes
OADM 165 Presentation Graphics	30	
OADM 167 Computer Essentials and the Internet	50	Yes
OADM 170 Maintaining a Website	45	
OADM 180 Self-Management Skills	30	

** Transfer credits may be accepted from or by other institutions or departments. Please contact the department chair for full details or visit the BC Transfer Guide at www.bctransferguide.ca/program/abt.cfm

*** Prior Learning Assessment (PLA) Credit for previous learning. PLA may involve an evaluation exam, interview and/or portfolio assessment. **NOTE:** In order to receive the Okanagan College Administrative Assistant Fundamentals Certificate, a minimum of 50% of course credits must be completed at Okanagan College. PLA credits do not count for residency requirements.

Contact Information:	<ul style="list-style-type: none"> • Web: www.okanagan.bc.ca/oadm • Office Administration Department Chair: Teresa Kisilevich Email: tkisilevich@okanagan.bc.ca Phone: 1-877-755-2266 ext 4393 • Online Coordinator: Edie Lowes Email: elowes@okanagan.bc.ca Phone: 1-877-755-2266 ext. 2219
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