



OFFICE ADMINISTRATION DEPARTMENT

Administrative Assistant Certificate (ADAC)

Quick Facts 2011-2012

The Administrative Assistant program is a 38-week program designed for students who have little or no prior business education or experience and is suitable for a wide range of students including recent high school graduates, career changers, as well as mature students wishing to upgrade their business technology skills. The program includes a comprehensive set of courses designed to prepare graduates for a wide range of employment opportunities in private, corporate and government business offices.

Students in this program will learn business communication; administrative office procedures; business math; accounting, including payroll and computerized accounting; word processing, spreadsheet, database, presentation and desktop publishing; Webpage maintenance and effective job search techniques. The **Administrative Assistant** program may also be completed online. Graduates from the ADAC program receive course equivalency credits for Business Administration BUAD 111, BUAD 128 and CMNS 112.

Attendance Options	<ul style="list-style-type: none"> • September to June (10 months) full- or part-time day classes in Kelowna, Penticton, Salmon Arm, and Vernon <ul style="list-style-type: none"> • September 6, 2011 – June 22, 2012 • Monday – Friday, six hours per day (30 hours per week) • Year-round online through Okanagan College and BC Campus 		
Cost \$5,171 * <i>*estimated costs for on-campus students based on 2009 rates and are subject to change</i>	<ul style="list-style-type: none"> • Tuition \$3,566 * • Texts approximately \$950 * if purchased new – used texts are available. • Dental/Extended Health \$225 * (may be waived) • Student activity and other ancillary fees \$430 * • Eligible for sponsorship through government agencies • Financial assistance may be available to eligible students in the on-campus program. Online courses are not eligible for student loans. 		
Employment Opportunities:	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Administrative Assistant • Account Payable/Receivable Clerk • Accounting Clerk • Receptionist </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Real Estate Assistant • Financial Services Clerk • Payroll Clerk • Government Clerk </td> </tr> </table>	<ul style="list-style-type: none"> • Administrative Assistant • Account Payable/Receivable Clerk • Accounting Clerk • Receptionist 	<ul style="list-style-type: none"> • Real Estate Assistant • Financial Services Clerk • Payroll Clerk • Government Clerk
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Success Expectations:	<ul style="list-style-type: none"> • 90 percent of recent ADAC graduates are working in business offices throughout the Okanagan and beyond. • After five years' work experience, ADAC graduates can expect to earn between \$35,000 and \$45,000 per year, plus benefits. • There is a high demand for Administrative Assistants in the Okanagan and across Canada 		
ADAC Courses can lead to further education in:	<ul style="list-style-type: none"> • Legal Administrative Assistant Corporate/Conveyancing - Okanagan College • Legal Administrative Assistant Litigation – Okanagan College • Medical Administrative Program – Okanagan College • Payroll Management Certification www.payroll.ca • Professional Bookkeeping Certificate www.cibcb.com • International Association of Administrative Professionals (IAAP) certification www.iaap-hq.org/ • Business Administration Diploma and Degrees - Okanagan College • Business Administration Office Management Certificate – 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 program start) • 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 PLA*** review
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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 111 Letter & Report Writing	45	
OADM 120 Office Procedures & Records Management	60	Yes
OADM 121 Administrative Office Procedures	75	
OADM 126 Transcription	30	
OADM 127 Administrative Simulation	30	
OADM 130 Business Math & Electronic Calculators	60	Yes
OADM 140 Accounting	105	Yes
OADM 142 Payroll Accounting	30	
OADM 152 Simply Accounting	75	
OADM 165 Presentation Graphics	30	
OADM 167 Computer Essentials & the Internet	50	Yes
OADM 168 Database	50	Yes
OADM 169 Spreadsheets	50	Yes
OADM 170 Managing a Website for Business	45	
OADM 171 Desktop Publishing	45	
OADM 180 Self-Management Skills	30	
OADM 181 Job Search Techniques	30	Yes
OADM 182 Office Practicum ***	90	

** 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 Certificate, a minimum of 50 percent of course credits (not including PLA credits) must be completed at Okanagan College.

**** Students are responsible for obtaining their own practicum placements. This is the final course in the ADAC program; therefore, students do not return to class once the practicum is complete.

Further 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 1-877-755-2266 ext. 2219
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