



OFFICE ADMINISTRATION DEPARTMENT

Office Assistant Certificate (OAC)

Quick Facts 2011-2012

The **Office Assistant Program (OAC)** is a 22-week hands-on, practical program for anyone wishing to begin a career in a business office. No prior business experience or computer training is necessary as this program includes all the essential fundamental office administration skills such as computer essentials, business English, office procedures, records management, word processing, transcription, business math, spreadsheets, databases, presentations, Internet and Web site maintenance. The **OAC** program may be completed on-campus or online.

Graduates of the **OAC** program will be employed as receptionists and office assistants in private and public offices. As the program includes a comprehensive job search course, graduates from the Office Assistant Program may immediately begin a career in the business world or take further courses in office or business administration courses. Graduates from the Office Assistant Program will receive a course equivalency credit for Business Administration BUAD 128.

Attendance Options	<ul style="list-style-type: none"> • September to February, (22 weeks) full- or part-time day classes in Vernon, Salmon Arm, Kelowna and Penticton <ul style="list-style-type: none"> • September 6, 2011 – February 17, 2012 • Monday – Friday, six hours per day (30 hours per week) • Year-round online through Okanagan College and BC Campus 		
Cost \$ 2,935* <i>*estimated costs based on 2009 rates and are subject to change</i>	<ul style="list-style-type: none"> • Tuition \$2,065 * • Texts approximately \$550* if purchased new – used texts are available. • Dental/Extended Health \$117 * (may be waived) • Student activity and other ancillary fees \$278 * • 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"> • Office Assistant • Receptionist • Real Estate Assistant </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • General Clerk • Government Clerk • Junior Assistant </td> </tr> </table>	<ul style="list-style-type: none"> • Office Assistant • Receptionist • Real Estate Assistant 	<ul style="list-style-type: none"> • General Clerk • Government Clerk • Junior Assistant
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Success Expectations	<ul style="list-style-type: none"> • 90 percent of recent Office Administration graduates are working in business offices throughout the Okanagan and beyond. • After five years' work experience, Office Assistant graduates can expect to earn between \$28,000 to \$35,000 per year, plus benefits. • There is a high demand for Office Administration graduates in the Okanagan and across Canada. 		
OAC Courses can lead to further education in:	<ul style="list-style-type: none"> • Administrative Assistant – Okanagan College • Accounting Assistant – Okanagan College • Legal Administrative Assistant Corporate/Conveyancing - Okanagan College • Legal Administrative Assistant Litigation - Okanagan College • Medical Administrative Assistant – Okanagan College • International Association of Administrative Professionals (IAAP) certification IAAP Official Website • Business Administration Certificate, 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. 																																							
<p>Courses Include**: All courses are also available online for full- or part-time study.</p>																																								
<table border="1"> <thead> <tr> <th data-bbox="178 741 1010 790"></th> <th data-bbox="1018 741 1185 790">Hours</th> <th data-bbox="1193 741 1444 790">PLA Available***</th> </tr> </thead> <tbody> <tr> <td data-bbox="178 797 1010 835">OADM 100 Word Processing I</td> <td data-bbox="1018 797 1185 835">120</td> <td data-bbox="1193 797 1444 835">Yes</td> </tr> <tr> <td data-bbox="178 842 1010 880">OADM 110 Communications I</td> <td data-bbox="1018 842 1185 880">90</td> <td data-bbox="1193 842 1444 880">Yes</td> </tr> <tr> <td data-bbox="178 887 1010 925">OADM 120 Office Procedures and Records Management</td> <td data-bbox="1018 887 1185 925">60</td> <td data-bbox="1193 887 1444 925">Yes</td> </tr> <tr> <td data-bbox="178 931 1010 969">OADM 126 Transcription</td> <td data-bbox="1018 931 1185 969">30</td> <td data-bbox="1193 931 1444 969"></td> </tr> <tr> <td data-bbox="178 976 1010 1014">OADM 130 Business Math and Calculators</td> <td data-bbox="1018 976 1185 1014">60</td> <td data-bbox="1193 976 1444 1014">Yes</td> </tr> <tr> <td data-bbox="178 1021 1010 1059">OADM 165 Presentation Graphics</td> <td data-bbox="1018 1021 1185 1059">30</td> <td data-bbox="1193 1021 1444 1059"></td> </tr> <tr> <td data-bbox="178 1066 1010 1104">OADM 167 Computer Essentials and the Internet</td> <td data-bbox="1018 1066 1185 1104">50</td> <td data-bbox="1193 1066 1444 1104">Yes</td> </tr> <tr> <td data-bbox="178 1111 1010 1149">OADM 168 Database</td> <td data-bbox="1018 1111 1185 1149">50</td> <td data-bbox="1193 1111 1444 1149">Yes</td> </tr> <tr> <td data-bbox="178 1155 1010 1193">OADM 169 Spreadsheets</td> <td data-bbox="1018 1155 1185 1193">50</td> <td data-bbox="1193 1155 1444 1193">Yes</td> </tr> <tr> <td data-bbox="178 1200 1010 1238">OADM 170 Managing a Web Site</td> <td data-bbox="1018 1200 1185 1238">45</td> <td data-bbox="1193 1200 1444 1238"></td> </tr> <tr> <td data-bbox="178 1245 1010 1283">OADM 180 Self-Management Skills</td> <td data-bbox="1018 1245 1185 1283">30</td> <td data-bbox="1193 1245 1444 1283"></td> </tr> <tr> <td data-bbox="178 1290 1010 1328">OADM 181 Job Search Techniques</td> <td data-bbox="1018 1290 1185 1328">30</td> <td data-bbox="1193 1290 1444 1328">Yes</td> </tr> </tbody> </table>			Hours	PLA Available***	OADM 100 Word Processing I	120	Yes	OADM 110 Communications I	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 168 Database	50	Yes	OADM 169 Spreadsheets	50	Yes	OADM 170 Managing a Web Site	45		OADM 180 Self-Management Skills	30		OADM 181 Job Search Techniques	30	Yes
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<p>** 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</p>																																								
<p>*** 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 Office Assistant Certificate, a minimum of 50% of course credits must be completed at Okanagan College. PLA credits do not count for residency requirements.</p>																																								
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 Phone: 1-877-755-2266 ext. 2219 																																							