



# Okanagan College

## Introduction to Office Administration Certificate Program

Combining computer and non-computer courses, this program will offer basic business and administrative skills training. This program is designed to prepare students for modern entry-level administrative positions, or to upgrade the skills of individuals who are already employed in an administrative capacity. Coursework will include technology training and basic office accounting both manual and computer-based.

### Admission Requirements:

- Minimum grade 10 or equivalent (ABE Intermediate level)
- Computer Keyboarding Level 1 or a minimum of 20 wpm
- Computer Fundamentals

The Introduction to Office Administration certificate program is offered at the Revelstoke campus. Program starts October 5, 2009.

### Courses:

- COSS 174 – Keyboarding
- OA 90 – Communication Skills
- OA 92 – Basic Office Procedures
- OA 98 – Basic Supervisory Skills
- OA 93 – Business Math
- OA 94 – Basic Accounting
- OA 99 – Simply Accounting for Windows
- MSWP 101 – Word Processing Introduction – Word
- MSWP 201 – Word Processing Intermediate – Word
- MSWP 301 – Word Processing Advanced – Word
- MSSS 101 – Spreadsheets Introduction – Excel
- MSSS 201 - Spreadsheets Intermediate – Excel
- MSPP 101 – PowerPoint Presentation Manager

The cost of the program is \$4,314.95 plus the cost of texts and supplies. Please note that course start dates and the fee due dates may change. We will ensure that all applicants are notified in advance.

Accepting Applications Now - We require a \$200 deposit when you submit your application. The \$200 deposit is non-refundable once you are admitted to the program. This deposit is used to offset the cost of your program.

**Call Now to Register!**



**CONTINUING  
STUDIES**

Box 3118 Revelstoke, BC V0E 2S0  
Phone: 250-837-4235 \* Fax: 250-837-2882

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