



## OFFICE ADMINISTRATION DEPARTMENT

### *Administrative Assistant Certificate (ADAC)*

#### *Quick Facts 2019-2020*

**The Administrative Assistant program (ADAC)** is an 1110-hour, 37-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 communications; administrative office procedures; business math; accounting, including payroll and computerized accounting; word processing, spreadsheet, database, presentation, and desktop publishing; and effective job search techniques. The **Administrative Assistant** program may also be completed online. Graduates from the ADAC program can receive course equivalency credits for Business Administration BUAD 111, BUAD 128 and CMNS 112.

<b>Attendance Options</b>	<ul style="list-style-type: none"> <li>• <b>September to June</b> full- or part-time day classes in Salmon Arm, Vernon, Kelowna and Penticton             <ul style="list-style-type: none"> <li>• September 3, 2019 – June 19, 2020</li> <li>• Monday – Friday, six hours per day (30 hours per week)</li> </ul> </li> <li>• Online through Okanagan College (schedule to be determined)</li> </ul>
<b>Cost \$6,900*</b>  <i>*Costs are estimated and subject to change.</i>	<ul style="list-style-type: none"> <li>• <b>Tuition</b> \$4,012*</li> <li>• <b>Texts</b> approximately \$1,800 if purchased new – used texts may be available</li> <li>• Dental/Extended Health \$251.40 (may be waived) *onsite only</li> <li>• Student activity, <b>printing</b>, parking, and other ancillary fees \$800* onsite</li> <li>• Eligible for sponsorship through government agencies</li> <li>• The in-class program qualifies for government student assistance</li> <li>• <b>NOTE:</b> Students will be required to pay for printing for all courses</li> </ul>
<b>Employment Opportunities:</b>	<ul style="list-style-type: none"> <li>• Administrative Assistant</li> <li>• Account Payable/Receivable Clerk</li> <li>• Accounting Clerk</li> <li>• Receptionist</li> <li>• Real Estate Assistant</li> <li>• Financial Services Clerk</li> <li>• Payroll Clerk</li> <li>• Government Clerk</li> </ul>
<b>Success Expectations:</b>	<ul style="list-style-type: none"> <li>• <b>90 percent</b> of recent <b>ADAC</b> graduates are working in business offices throughout the Okanagan and beyond.</li> <li>• After five years' work experience, <b>ADAC</b> graduates can expect to earn between \$35,000 and \$45,000 per year, plus benefits.</li> <li>• There is a high demand for <b>Administrative Assistants</b> in the Okanagan and across Canada.</li> </ul>
<b>ADAC</b> Courses can lead to further education in:	<ul style="list-style-type: none"> <li>• Legal Administrative Assistant Corporate/Conveyancing - Okanagan College</li> <li>• Legal Administrative Assistant Litigation – Okanagan College</li> <li>• Medical Administrative Program – Okanagan College</li> <li>• Payroll Management Certification <a href="http://www.payroll.ca">www.payroll.ca</a></li> <li>• Professional Bookkeeping Certificate <a href="http://www.cibcb.com">www.cibcb.com</a></li> <li>• International Association of Administrative Professionals (IAAP) certification <a href="http://www.iaap-hq.org/">www.iaap-hq.org/</a></li> <li>• Business Administration Diploma and Degrees - Okanagan College</li> <li>• Business Administration Office Management Certificate – Okanagan College</li> </ul>

<b>Admission Requirements:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• English 11 with minimum 50% or alternatives; or a minimum score of 70% on an Okanagan College Office Administration English entrance test.</li> </ul>	
<b>Courses Include:</b> (** All courses available <b>online</b> for full- or part-time study; the courses listed below are in the onsite program.)		
Course Number and Name	Hours	PLA Available ***
OADM 110    Communications I	90	Yes
OADM 111    Letter Writing	60	
OADM 127    Administrative Assistant Simulation	60	
OADM 128    Word Processing I	75	Yes
OADM 129    Word Processing II	75	
OADM 130    Business Math & Calculators	60	Yes
OADM 135    Records Management	30	Yes
OADM 136    Office Procedures	60	Yes
OADM 132    Organizational Software	15	
OADM 143    Accounting I	90	Yes
OADM 142    Payroll Accounting	45	
OADM 152    Accounting Software I	60	
OADM 165    Presentation Graphics	30	
OADM 167    Computer Essentials & the Internet	30	Yes
OADM 168    Database	45	Yes
OADM 169A    Spreadsheets I	30	Yes
OADM 169B    Spreadsheets II	30	Yes
OADM 171    Desktop Publishing	45	
OADM 174    Keyboarding	30	Yes
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 <a href="http://www.bctransferguide.ca/program/abt.cfm">www.bctransferguide.ca/program/abt.cfm</a> .		
*** Prior Learning Assessment (PLA) Credit for previous learning. PLA may involve an evaluation exam, interview and/or portfolio assessment. <b>NOTE:</b> 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.		
<b>Further Information</b>	<b>Web:</b> <a href="http://www.okanagan.bc.ca/OADM">www.okanagan.bc.ca/OADM</a>  <b>Office Administration Department Chair:</b> Brenda Ridgeley-Ketchell, MA, BBA Email: <a href="mailto:bridgeley@okanagan.bc.ca">bridgeley@okanagan.bc.ca</a> Phone: 1-877-755-2266 ext. 4391	