



OFFICE ADMINISTRATION DEPARTMENT

Office Assistant Certificate (OAC) Quick Facts 2019-2020

The **Office Assistant Program (OAC)** is a 510-hour, 17-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, business math, and spreadsheets. The **OAC** program may be completed on-campus or online.

Graduates of the **OAC** program may 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.

<p>Attendance Options</p>	<ul style="list-style-type: none"> • September to mid-January full- or part-time day classes in Salmon Arm, Vernon, Kelowna and Penticton <ul style="list-style-type: none"> • September 3, 2019 – January 20, 2020 (30 hours per week) • Mid-February to mid-June full- or part-time day classes in Kelowna <ul style="list-style-type: none"> • February 10, 2020 – June 18, 2020 (30 hours per week) • September - June online through Okanagan College 		
<p>Cost \$ 3,500*</p> <p><i>*Costs are estimated and subject to change.</i></p>	<ul style="list-style-type: none"> • Tuition \$1,868* • Texts approximately \$1,047* if purchased new – used texts may be available • Dental/Extended Health \$125.70* (may be waived) • Student activity, parking, printing, and other ancillary fees \$441* • 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. • NOTE: Students will be required to pay for printing in all onsite courses. 		
<p>Employment Opportunities</p>	<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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<p>Success Expectations</p>	<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 \$30,000 to \$38,000 per year, plus benefits. • There is a high demand for Office Assistant graduates in the Okanagan and across Canada. 		
<p>OAC Courses can lead to further education in:</p>	<ul style="list-style-type: none"> • Administrative Assistant – Okanagan College • Accounting/Bookkeeping – Okanagan College • Legal Administrative Assistant Corporate/Conveyancing and/or Litigation - Okanagan College • Medical Administrative Assistant – 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 pass in English 11 or equivalent or a minimum of 70% on an Okanagan College Office Administration English entrance test. 																																							
<p>Courses Include**: All courses are also available online for full- or part-time study.</p>																																								
<table border="1"> <thead> <tr> <th data-bbox="203 415 1047 472"></th> <th data-bbox="1047 415 1226 472">Hours</th> <th data-bbox="1226 415 1498 472">PLA Available***</th> </tr> </thead> <tbody> <tr> <td data-bbox="203 472 1047 514">OADM 110 Communications I</td> <td data-bbox="1047 472 1226 514">90</td> <td data-bbox="1226 472 1498 514">Yes</td> </tr> <tr> <td data-bbox="203 514 1047 556">OADM 128 Word Processing I</td> <td data-bbox="1047 514 1226 556">75</td> <td data-bbox="1226 514 1498 556">Yes</td> </tr> <tr> <td data-bbox="203 556 1047 598">OADM 130 Business Math and Calculators</td> <td data-bbox="1047 556 1226 598">60</td> <td data-bbox="1226 556 1498 598">Yes</td> </tr> <tr> <td data-bbox="203 598 1047 640">OADM 135 Records Management</td> <td data-bbox="1047 598 1226 640">30</td> <td data-bbox="1226 598 1498 640">Yes</td> </tr> <tr> <td data-bbox="203 640 1047 682">OADM 136 Office Procedures</td> <td data-bbox="1047 640 1226 682">60</td> <td data-bbox="1226 640 1498 682"></td> </tr> <tr> <td data-bbox="203 682 1047 724">OADM 167 Computer Essentials and the Internet</td> <td data-bbox="1047 682 1226 724">30</td> <td data-bbox="1226 682 1498 724">Yes</td> </tr> <tr> <td data-bbox="203 724 1047 766">OADM 132 Organizational Software</td> <td data-bbox="1047 724 1226 766">15</td> <td data-bbox="1226 724 1498 766"></td> </tr> <tr> <td data-bbox="203 766 1047 808">OADM 169A Spreadsheets I</td> <td data-bbox="1047 766 1226 808">60</td> <td data-bbox="1226 766 1498 808">Yes</td> </tr> <tr> <td data-bbox="203 808 1047 850">OADM 165 Presentation Graphics</td> <td data-bbox="1047 808 1226 850">30</td> <td data-bbox="1226 808 1498 850"></td> </tr> <tr> <td data-bbox="203 850 1047 892">OADM 174 Keyboarding</td> <td data-bbox="1047 850 1226 892">30</td> <td data-bbox="1226 850 1498 892">Yes</td> </tr> <tr> <td data-bbox="203 892 1047 934">OADM 180 Self-Management Skills</td> <td data-bbox="1047 892 1226 934">30</td> <td data-bbox="1226 892 1498 934"></td> </tr> <tr> <td data-bbox="203 934 1047 976">OADM 181 Job Search Techniques</td> <td data-bbox="1047 934 1226 976">30</td> <td data-bbox="1226 934 1498 976">Yes</td> </tr> </tbody> </table>			Hours	PLA Available***	OADM 110 Communications I	90	Yes	OADM 128 Word Processing I	75	Yes	OADM 130 Business Math and Calculators	60	Yes	OADM 135 Records Management	30	Yes	OADM 136 Office Procedures	60		OADM 167 Computer Essentials and the Internet	30	Yes	OADM 132 Organizational Software	15		OADM 169A Spreadsheets I	60	Yes	OADM 165 Presentation Graphics	30		OADM 174 Keyboarding	30	Yes	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	<p>Web: www.okanagan.bc.ca/OADM Office Administration Department Chair: Brenda Ridgeley-Ketchell, MA, BBA Email: bridgeley@okanagan.bc.ca Phone: 1-877-755-2266 ext. 4391</p>																																							