

The **Administrative Assistant Certificate (ADAC)** program is a 1098-hour online 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.

Graduates from the ADAC program can receive course equivalency credits for Business Administration-BUAD 111 and BUAD 128. Students who have completed BUAD 111 and BUAD 128 can apply for course equivalency in their ADAC coursework.

Online students may take up to three years to complete the certificate.

<p><b>Schedule:</b></p>	<p>The online year runs from September 2023 to August 2024.  <u>Terms are as follows:</u>  <b>Fall 2023-</b> September-November starts.  <b>Winter 2024-</b> January-March starts.  <b>Summer 2024-</b> April- July starts.  <u>Be advised that you cannot start new courses in December or August because of holiday breaks.</u></p>
<p><b>Cost:</b></p>	<p>Course Fees: <b>\$5,294.08*</b>          Texts: <b>\$741.30*</b>          *Costs are estimated and subject to change. Classes are paid for as you register for them.          You may be able to find used textbooks. Otherwise, required texts are available for purchase online from <a href="#">the bookstore</a>.          Online classes are not eligible for BC student loans. If you are taking courses from outside of BC check with your province's student funding agency.</p>
<p><b>Employment Opportunities:</b></p>	<ul style="list-style-type: none"> <li>• Administrative Assistant</li> <li>• Accounts Payable/Receivable Clerk</li> <li>• Accounting Clerk</li> <li>• Real Estate Assistant</li> <li>• Financial Services Clerk</li> <li>• Receptionist</li> <li>• Payroll Clerk</li> <li>• Government Clerk</li> </ul>
<p><b>Post-Graduation Expectations:</b></p>	<p>90 percent of recent ADAC graduates are working in business offices throughout the Okanagan and in their local communities. Completing the required practicum allows you to gain experience and forge relationships with potential future employers.          After 5 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 <a href="#">administrative assistants</a> in the job market.</p>
<p><b>Further Educational Paths:</b></p>	<p>Graduates from ADAC may choose to move on to further education such as:</p> <ul style="list-style-type: none"> <li>• Legal Administrative Assistant Certificate in Corporate Conveyancing and/or Litigation (6 months -1 year)- Okanagan College</li> <li>• Paralegal Diploma (2 years) – Okanagan College</li> <li>• Medical Administrative Assistant Certificate – 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> </ul>

	<ul style="list-style-type: none"> <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 (2 years) or BBA (4 years)</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 (or alternatives) with a minimum grade of 50%; or a minimum score of 70% on an Okanagan College Office Administration English entrance test.</li> </ul>	
<b>Required Courses:</b>		
Course Name and Number	Weeks	PLA Available *
OADM 167 – Computer Essentials & the Internet	5	Yes
OADM 174 - Keyboarding	6	Yes
OADM 110 – Business Communication	19	No
OADM 128 – Word Processing I	15	Yes
OADM 180 – Self-Management Skills	6	No
OADM 130 – Business Math & Calculators	12	Yes
OADM 136 – Office Procedures	12	No
OADM 132 – Organizational Software	3	No
OADM 135 - Records Management	6	Yes
OADM 165 – Presentation Graphics	6	Yes
OADM 181 – Job Search Techniques	6	Yes
OADM 169A – Spreadsheets I	6	Yes
OADM 169B – Spreadsheets II	6	No
OADM 129 – Word Processing II	15	No
OADM 143 – Accounting I	18	Yes
OADM 152 – Accounting Software I	15	No
OADM 142 – Payroll Accounting	9	No
OADM 168 – Database	6	Yes
OADM 171 – Desktop Publishing	6	Yes
OADM 127 – Administrative Assistant Simulation	12	No
OADM 190 – Online Marketing	13	No
OADM 182 – Office Practicum ***	3	No
<p>Transfer credits may be accepted from or by other institutions or departments. Please contact the department chair (see “Further Information” below) for full details or visit the <a href="#">BC Transfer Guide</a>.</p>		
<p>*Prior Learning Assessment (PLA) Credit available for previous learning. PLA may involve an evaluation exam, interview, and/or portfolio assessment. <b>NOTE:</b> 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.</p>		
<p>*** Students are responsible for obtaining their own practicum placements. This is the final course in the ADAC program; therefore, students do not return to classes once the practicum is complete.</p>		
<b>Further Information</b>	<p>ADAC Webpage: <a href="#">Administrative Assistant Certificate   Okanagan College</a></p> <p><b>Office Administration Department Chair:</b>          Brenda Ridgeley-Ketchell, MA, BBA          Email Inquiries: <a href="mailto:oadm@okanagan.bc.ca">oadm@okanagan.bc.ca</a>          Phone: 1-877-755-2266 ext. 4391</p>	

	<p>If you have been enrolled as a student, you should have access to the OADM Program Hub on Moodle. This hub contains many useful links and <u>has step-by-step course registration instructions for distance education delivery</u>. If you don't have access, please contact <a href="mailto:oadm@okanagan.bc.ca">oadm@okanagan.bc.ca</a>.</p>
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