

The **Office Assistant Certificate (OAC)** program is a 510-hour online 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 fundamental office administration skills such as computer essentials, business English, office procedures, records management, word processing, business math, and spreadsheets.

Graduates from 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.

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

<p>Schedule:</p>	<p>The academic year runs from September 2023 to August 2024. <u>Terms are as follows:</u> Fall 2023- September-November starts. Winter 2024- January-March starts. Summer 2024- April- July starts.</p> <p><u>Be advised that you cannot start new courses in December or August because of holiday breaks.</u></p>
<p>Cost:</p>	<p>Course Fees: \$2,515.52* Texts: \$425.57* *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 the bookstore. 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>Employment Opportunities:</p>	<ul style="list-style-type: none"> • Office Assistant • Receptionist • General Clerk • Real Estate Assistant • Government Clerk • Junior Assistant
<p>Expectations Post-Graduation:</p>	<p>90 percent of recent Office Administration graduates are working in business offices throughout the Okanagan and in their local communities.</p> <p>After 5 years’ work experience, OAC graduates can expect to earn between \$30,000 and \$35,000, per year, plus benefits. There is a high demand for office assistants in the job market.</p>
<p>Further Educational Paths:</p>	<p>Graduates from OAC may choose to move on to further education such as:</p> <ul style="list-style-type: none"> • Administrative Assistant Certificate (an additional 5 months)- Okanagan College • Bookkeeping Accounting Technician (1 year)- Okanagan College • Legal Administrative Assistant Certificate in Corporate/Conveyancing and/or Litigation (5 months – 10 months)- Okanagan College • Paralegal Diploma (2 years) – Okanagan College • Medical Administrative Assistant Certificate – Okanagan College

Admission Requirements:	<ul style="list-style-type: none"> • 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. • 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. 																																							
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Course Name and Number</th> <th style="width: 20%;">Weeks</th> <th style="width: 20%;">PLA Available *</th> </tr> </thead> <tbody> <tr> <td>OADM 167 – Computer Essentials & the Internet</td> <td style="text-align: center;">5</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>OADM 174 - Keyboarding</td> <td style="text-align: center;">6</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>OADM 110 – Business Communication</td> <td style="text-align: center;">19</td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>OADM 128 – Word Processing I</td> <td style="text-align: center;">15</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>OADM 180 – Self-Management Skills</td> <td style="text-align: center;">6</td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>OADM 130 – Business Math & Calculators</td> <td style="text-align: center;">12</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>OADM 136 – Office Procedures</td> <td style="text-align: center;">12</td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>OADM 132 – Organizational Software</td> <td style="text-align: center;">3</td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>OADM 135 - Records Management</td> <td style="text-align: center;">6</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>OADM 165 – Presentation Graphics</td> <td style="text-align: center;">6</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>OADM 169A – Spreadsheets I</td> <td style="text-align: center;">6</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>OADM 181 – Job Search Techniques</td> <td style="text-align: center;">6</td> <td style="text-align: center;">Yes</td> </tr> </tbody> </table>		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		OADM 128 – Word Processing I	15	Yes	OADM 180 – Self-Management Skills	6		OADM 130 – Business Math & Calculators	12	Yes	OADM 136 – Office Procedures	12		OADM 132 – Organizational Software	3		OADM 135 - Records Management	6	Yes	OADM 165 – Presentation Graphics	6	Yes	OADM 169A – Spreadsheets I	6	Yes	OADM 181 – Job Search Techniques	6	Yes
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<p>*Prior Learning Assessment (PLA) Credit available for previous learning. PLA may involve an evaluation exam, interview, and/or portfolio assessment. NOTE: To receive the Okanagan College Office Assistant Certificate, a minimum of 50 percent of course credits (not including PLA credits) must be completed at Okanagan College.</p>																																								
Further Information	<p>OAC Webpage: Office Assistant Certificate Okanagan College</p> <p>Office Administration Department Chair: Brenda Ridgeley-Ketchell, MA, BBA Email Inquiries: oadm@okanagan.bc.ca Phone: 1-877-755-2266 ext. 4391</p> <p>If you have been enrolled as a student, you should have access to the <i>OADM Program Hub</i> 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 oadm@okanagan.bc.ca.</p>																																							