

Office Administration

Office Assistant Certificate

SD22 Dual Credit Program

What does the certificate program offer?

The 17 week entry-level program is designed for students interested in working in business offices. Students in this program learn essential skills such as business communications, computer essentials, office procedures, business math, word processing, spreadsheet and database software.

Graduates of this program may also choose to continue their education by enrolling in more advanced Office Administration programs such as the Accounting Assistant, Administrative Assistant, Legal Administrative Assistant or Medical Administrative Assistant certificate programs.

Employment Opportunities

Graduates can be employed as a:

- Receptionist
- Office Assistant
- Real Estate Assistant
- General Clerk
- Government Clerk
- Junior Assistant

Graduates of the Office Assistant Certificate program may work for public and private sector employers. As the program includes a comprehensive job search course, graduates may immediately begin a career in the business world or take further courses in office or business administration courses.



For program information visit:
okanagan.bc.ca



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Student - Employment Outcomes:

- ❖ 90 per cent of recent Office Assistant 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

Admission Requirements:

- B.C. secondary school graduation or equivalent (waived for Grade 12 dual credit students)
- English 11 with minimum 50% (or alternatives); or a minimum score of 70% on an Okanagan College Office Administration English entrance test

When and Where is this Program Offered?

Vernon campus September through January

Length: 18 weeks, Monday - Friday, six hours per day

Material Fees

- Texts approximately **\$1,050** if purchased new (used texts may be available)
- Dental/Extended health **\$130** (may be waived)
- Student activity, parking, printing and other ancillary fees approximately **\$400**

All fees and textbook costs are subject to change.

If you have any further questions about the Office Assistant Certificate program, please contact:

SD #22 Career Coordinators:

Seaton Secondary
Alternative Schools

- **Melanie Jorgensen**
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Vernon Secondary
Kalamalka Secondary

- **Tim Thorpe**
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Fulton Secondary
Charles Bloom Secondary
Crossroads
vLearn

- **Debbie Meyer**
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District Principal Career Education

- **Corinne McWhinney**
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