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Office Administration

Administrative Assistant Certificate

SD22 Dual Credit Program

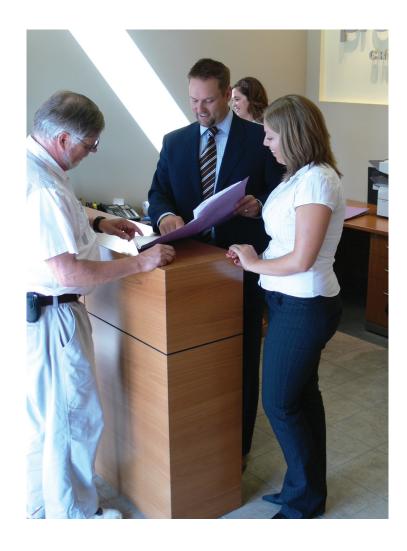
What does the certificate program offer?

The 38-week program includes word processing, spreadsheet, database, desktop publishing, computerized accounting and presentation software. Students also learn business communications, business math, office procedures, effective job search techniques and self-management skills. There is a three-week practicum component to this certificate.

Career Opportunities Graduates can be employed as a:

- Receptionist
- Administrative or Executive Assistant
- Accounting Clerk
- Real Estate Assistant
- Payroll Clerk
- Government Clerk
- Financial Services Clerk

Graduates of the Administrative 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 more office or business administration courses.



For program information visit: okanagan.bc.ca









Office Administration

Administrative **Assistant Certificate**

Student - Employment Outcomes:

- ❖ 90 per cent of recent Administrative Assistant graduates are working in business offices throughout the Okanagan and beyond
- ❖ After five years' work experience, Administrative Assistant graduates can expect to earn between \$35,000 to \$45,000 per year, plus benefits
- There is a high demand for Administrative 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 & Where is this Program Offered?

Vernon campus September through June Length: 38 weeks, Monday - Friday, six hours per day

Material Fees

- Texts approximately \$1,800 if purchased new (used texts may be available)
- Dental/Extended Health \$260 (may be waived)
- Student Activity, Parking, Printing and other ancillary fees approximately \$800

All fees and textbook costs are subject to change.

If you have any further questions about the Administrative Assistant Certificate program, please contact: **SD22 Career Coordinators:**

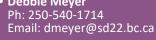
Seaton Secondary/Alternate

Vernon Secondary/ Kalamalka Secondary Melanie Jorgensen Ph: 250-306-6806 Email: mjorgensen@sd22.bc.ca

• Tim Thorpe Ph: 250-549-6921 Email: tthorpe@sd22.bc.ca

Fulton Secondary/ Charles Bloom Secondary/ Crossroads/vLearn

• Debbie Meyer Ph: 250-540-1714



 Corinne McWhinney Ph: 250-549-0133





District Principal Career Education

Email: cmcwhinney@sd22.bc.ca

