

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



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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/
Open Door

• **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

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