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<p>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. 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.</p> <p>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.</p> <p>Online students may take up to three years to complete the certificate.</p>							
Schedule:	<p>The academic year runs from September 2023 to August 2024</p> <p><u>Terms are as follows</u></p> <p>Fall 2023- September/November starts.</p> <p>Winter 2024 - January/March starts.</p> <p>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>						
Cost	<p>Course Fees: \$2,515.52*</p> <p>Texts: \$425.57*</p> <p>*Costs are estimated and subject to change. Classes are paid for as you register for them.</p> <p>You may be able to find used textbooks, otherwise required texts are available for purchase online from the bookstore.</p> <p>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>						
Employment Opportunities :	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">x Office Assistant</td> <td style="width: 33%; border: none;">x General Clerk</td> <td style="width: 33%; border: none;">x Government Clerk</td> </tr> <tr> <td style="border: none;">x Receptionist</td> <td style="border: none;">x Real Estate Assistant</td> <td style="border: none;">x Junior Assistant</td> </tr> </table>	x Office Assistant	x General Clerk	x Government Clerk	x Receptionist	x Real Estate Assistant	x Junior Assistant
x Office Assistant	x General Clerk	x Government Clerk					
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Expectations



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x B.C. Secondary school graduation

Admission
Requirements: