

# Office Administration Certificate Program

## Program Description

In this 6-month Certificate program, learners prepare for an exciting career in office administration by increasing their skill level in computer applications, public speaking, interpersonal relations, and information management. In addition to skill development, employment preparation is also covered, including resume and cover letter writing, mock interviews, and job shadowing. Often students become immediately employed after successfully completing their practicum requirements.

## Program Summary

Length:	6 Months
Offered:	September or February
Credits:	29.0
Credential:	Certificate
Format:	Full-time
Schedule:	Monday to Friday, 9am—3pm
Practicum:	4 Weeks
Transferability:	N/A

## Course Listing

Term 1	September or June
OAC 111	Business Documents and Accuracy
OAC 121	Word Processing
OAC 133	Computer Applications
OAC 135	Spreadsheets and Business Math
OAC 145	Business English and Communications
OAC 150	Interpersonal Communications
OAC 155	Administrative Procedures
OAC 180	Job Search Techniques
OAC 185	Office Work Experience

## Admission Requirements

### High School Applicants

- Grade 12 completion
- English 12 “C” grade or higher
- Math 10 or 11 with “C” grade or higher
- Typing test – Minimum 20 WPM
- Interview with Program Coordinator

### Mature Applicants

- 21 years old or older
- Grade 12 or testing an equivalent level
- Letter of intent
- One year or more of relevant work experience
- Completed written assessment
- Completed math assessment
- Typing test – Minimum 20 WPM
- Interview with Program Coordinator

## Tuition & Fees

Tuition	\$4,900.00
Fees	\$150.00
Books	\$546.00
Lab	\$200.00
UPass	\$246.00
<b>Total Cost</b>	<b>\$6,042.00</b>

## For More Information

**Admissions Department**  
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