

OFFICE ADMINISTRATION WITH BOOKKEEPING PROGRAM

FIRST COLLEGE - FACULTY OF BUSINESS

INSPIRING MINDS THROUGH EDUCATION



PROGRAM OVERVIEW

CERTIFICATE - 14 WEEKS

This 14-week accelerated program offers a unique blend of knowledge, essential skills and perspectives; designed to meet the industry-standard core competencies within office administration with basic bookkeeping knowledge.

This program provides multiple business skills such as office communication, administrative office procedures, computer software applications, manual and computerized accounting, payroll, and business correspondence.

Graduates from this program immediately begin a career in the business world, such as working in different office settings, service businesses, insurance agencies, banks, investment, plus many others.

Office Administration with bookkeeping Certificate

Obtain multiple business skills including office communication and administrative office procedures

WHAT WE PROVIDE:

Flexible Course Schedule - week day classes & 20 hours a week

Highly Qualified & Professional Instructors

Student Loan Available

WHAT IS YOUR FUTURE OPPORTUNITY?

Administrative Assistant
Office Administrator
Office Administrative Assistant
Office Admin Clerk
Administrative Support
Receptionist- Bookkeeper
Payroll Clerk

WHAT YOU WILL RECEIVE:

Obtain the skills in computer applications most commonly used in business including Words, Excel, Access, and PowerPoint

Obtain the bookkeeping skills that not only the mechanics of recording daily transactions in a variety of journals but also how to analyze financial activities to ensure the accuracy and integrity of the books

Obtain the payroll administration skills with all government laws and regulations as well as meeting contractual obligations with workers, unions, benefit providers and any other stakeholders to the process

Obtain the skills to manage the financial systems and determine, at a glance, whether their business is earning or losing money by using Sage

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CERTIFICATE - IN 14 WEEKS

FACULTY OF BUSINESS

www.firstcollege.ca - (778)478-6611 OR (778) 754-2888
532 Leon Ave, Second Floor, Kelowna, BC V1Y 6J6

ADMISSION REQUIREMENT

First College admits applicants on a first-qualified basis, whereby applicants must meet one of the following two admission criteria:

1. The student has graduated from grade 12 or equivalent (B.C. high school diploma, B.C. Adult Graduation Diploma, General Education Development) or an equivalent secondary school completion from another jurisdiction.
2. The student has a mature student status: at least 19 years of age and proof of completion of Grade 10 English. Please note: College courses determined to be equivalent to completion of Grade 10 English (or higher) by post-secondary institutions are accepted and applicants must submit transcripts to evidence completion. A minimum of a C grade is accepted.

Applicants whose first language is not English, please contact the enrollment office for more details at (778) 478-6611 or enrollment@firstcollege.ca

PROGRAM COST

DOMESTIC

Total Cost: \$3,975.00 CAD

Application Fee - \$150.00 CAD
Tuition Fee - \$3,200.00 CAD
Textbook Fee - \$625.00 CAD

Student Loan Available

For scholarship and subsidy, please feel free to contact the Student Service Department to receive more information.

INTERNATIONAL

Total Cost: \$4,825.00 CAD

Application Fee - \$150.00 CAD
Tuition Fee - \$3,950.00 CAD
Assessment Fee & Administrative Fee - \$100.00 CAD
Textbook Fee - \$625.00 CAD

COURSE INFORMATION

BUSI 110 Administrative Procedures
BUSI 102 Computer Essentials
BUSI 501 Bookkeeping Fundamentals I
BUSI 502 Bookkeeping Fundamentals II
BUSI 510 Sage 50 Accounting

DATE AND SCHEDULE

For the upcoming intake schedule, please refer to www.firstcollege.ca/oab under the section "Date and Schedule."

Also, please contact the Academic Advisor, Alexandria Krause, for the detailed Academic Calendar at admissions@firstcollege.ca, OR call us at (778) 478-6611; (778)754-2888