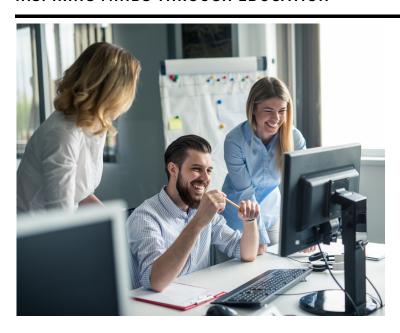# OFFICE ADMINISTRATION CERTIFICATE PROGRAM

FIRST COLLEGE - FACULTY OF BUSINESS

ONLINE & SELF-PACED
Study While You Work - You have a maximum of 16 weeks to complete the program (extensions may be available) and you can study in the privacy of your own home or learn on campus.

INSPIRING MINDS THROUGH EDUCATION

PROGRAM OVERVIEW

ONLINE & SELF-PACED

Play a central role in operational success - explore a career in office administration. This program provides the knowledge and skills that prepare you for a rewarding office administration career.

This online & self-paced Office Administration Certificate Program is a flexible program that allows you to choose when you study and work on your course materials with the ability to contact your instructor for any course assistance or questions. This option is for students who want a flexible full-time or part-time study option, or who are working around a current job or busy lifestyle.

Study While You Work - You have a maximum of 16 weeks to complete the program (extensions may be available) and you can study in the privacy of your own home or learn on campus.

In the Office Administration Certificate Program, you'll learn how to organize meetings and travel arrangements, as well as plan conferences, research ideas and produce professional documents and reports. You'll also develop your organizational skills, learn computer applications, and enhance your verbal and written communication skills as part of your studies.

Upon successful completion of the program, students will receive Certification in Office Administration.

EMPLOYMENT OPPORTUNITIES

As a graduate of the Office Administration Program at First College, graduates are equipped with skills for a variety of jobs, such as Office Assistants/Administrator, Administrative Assistants, Clerical Support Staff, Data Entry Operators, File Clerks, Receptionists and IT Service Supporter in private enterprises, educational institutions, government agencies, medical facilities, insurance companies, law firms, financial institutions or accounting firms.

DELIVERY METHOD: ONLINE & SELF-PACED

This program is delivered primarily via the Internet using a learning management system "Canvas". It includes other materials such as e-textbooks that are sent out to students. Students will study individually at their own pace with Instructor support.

Once registered, students will receive detailed instructions about Canvas access from the Student Service Department. The Student Service Department will also offer IT services throughout the program.

WHAT IS CANVAS?

Canvas is a course management system that supports online learning. It allows students to check grades, get course information, and submit their assignments online. Canvas at First College offers discussion boards for asynchronous discussions and chat rooms for live discussions. Students are able to stay in touch with their instructors and communicate with other students.

OFFICE ADMINISTRATION CERTIFICATE PROGRAM

ONLINE & SELF-PACED

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; or

2. The student has mature student status (19 years of age or older).

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

AFFORDABLE TUITION FEE

DOMESTIC
Total Cost: $1,065.00 CAD

Application Fee - $50.00 CAD
Tuition Fee - $900.00 CAD
Textbook Fee - $115.00 CAD

INTERNATIONAL
Total Cost: $1,165.00 CAD

Application Fee - $150.00 CAD
Tuition Fee - $900.00 CAD
Textbook Fee - $115.00 CAD

COURSE INFORMATION

BUSI 110O Administrative Procedures
BUSI 102O Computer Essentials

DATE AND SCHEDULE

This program is delivered primarily via the Internet using a learning management system "Canvas". It includes other materials such as textbooks that are sent out to students. Students will study individually at their own pace with Instructor support.

Study While You Work - You have a maximum of 16 weeks to complete the program (extensions may be available) and you can study in the privacy of your own home or learn on campus.

This program has continuous enrollment. To start your program today, please contact an Academic Advisor for more details at enrollment@firstcollege.ca or (778)478-6611.