

Office Administration Certificate



Do what you love... Love what you do... Do what you love... Love what you do... Do what you love... Love what you do... Do what you love...

THE WORLD AT YOUR FINGERTIPS!

Do you have:

- a passion for people and technology?
- a yearning for quality employment?
- a desire to enhance your skills?
- a need for career options?

If so, the Office Administration Certificate is your ticket to career advancement!

Program Description

The 30-week Office Administration program begins in September and consists of two semesters. The program is suitable for high school graduates, mature students, and career changers. It is designed to prepare graduates for a wide range of employment opportunities. Each year, the faculty meet with key industry advisors to discuss the program content and its relevance to the business world.

Working independently and in teams, students will learn through a variety of methods: lectures, labs, seminars, activities, and self-directed learning. In the fall semester, students participate in an outdoor team building journey. In the winter semester, students gain valuable work

experience in the Write 2 Type Model Office. Throughout the year, students are expected to attend monthly program meetings and to communicate frequently with their instructor.

The Office Administration program contributes to the professional development of people who want to work in a variety of office environments. If you enjoy interacting with people and computers, your success in the Office Administration program is just a click away!

What people say about us...

"I can look back on my year at Olds College and know it was one of the best decisions I've ever made. It was a lot of hard work, but I made some wonderful friends and learned more than I ever thought possible. I gained a confidence I didn't know I lacked. I now have a really great career I love, and the wage and benefits help me feel secure in my future. It's never too late to choose a new career path!"

➤ Edith Saunders



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Career Competencies

Graduates of the Office Administration program will be able to:

- Apply the principles of office procedures ➤
- Employ the concepts of business communication ➤
- Use technology to meet the demands of industry ➤
- Interact professionally with clients and staff ➤
- Plan and organize business functions ➤
- Utilize career preparation techniques ➤
- Maintain a set of financial records ➤
- Produce professional documents ➤
- Perform business calculations ➤

Career Opportunities

- Administrative Assistant ➤
- Receptionist ➤
- Clerical Assistant ➤

Admission Requirements

Applicants must have:

- a) High School Diploma or its equivalent
- b) 50% or better in English Language Arts 30-1 or 30-2
- c) 50% or better in Pure or Applied Math 20

Alternate Admissions Status:

Alternate Admission Status applies if you do not meet the Alberta high school requirements of the program to which you are applying, or if you received your high school education through home based learning. Alternate Admission Status students may be required to meet specific program admission requirements. To apply under this status, you must submit a transcript(s) showing any completed high school and post-secondary courses, a statement in support of your application outlining aspects of your background and experience that might have prepared you for the program. Documents such as a résumé, letters of reference from previous educators or employers, and/or a portfolio of related academic/project work must be included with your application.

Part-Time Learners

If you are interested in taking the Office Administration program over two years, please contact the coordinator at 403-556-4648.

Office Administration Certificate

COURSES

- Business Software I
- Office Procedures
- Editing & Proofreading
- Document Processing
- Communications & Career Preparation
- Business Software 2
- Office Procedures Practicum
- Workplace Communication
- Advanced Document Processing
- Business Bookkeeping

For a full listing of program courses visit www.oldscollege.ca/programs

What people say about us...

"I think the Office Administration experience was good; it certainly changed me. I became more confident by trusting what I had learned. I made new friends and I am comfortable knowing my skills are transferable and can be used anywhere I go."

➤ Jenne Campbell

Olds College leads real-life, hands-on education in Canada. We help you explore your passion.



Business
Fashion
Horticulture
Animal Sciences
Land & Environment
Trades & Technology
Agriculture



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Join us for campus visit days: www.oldscollege.ca/visit Give us a call: 403-507-7715 or 1-800-661-6537 Make an appointment for a campus tour
Email us: info@oldscollege.ca Visit our website: www.oldscollege.ca Write us: Student Recruitment, Olds College, 4500 - 50th Street, Olds, Alberta, Canada T4H1R6