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The Administrative Assistant Certificate (ADAC) program is a 1098-hour online program designed for students who have little or no prior business education or experience and is suitable for a wide range of students including recent high school graduates, career changers, as well as mature students wishing to upgrade their business technology skills. The program includes a comprehensive set of courses designed to prepare graduates for a wide range of employment opportunities in private, corporate and government business offices.

Students in this program will learn business communications; administrative office procedures; business math; accounting, including payroll and computerized accounting; word processing, spreadsheet, database, presentation, and desktop publishing; and effective job search techniques.

Graduates from the ADAC program can receive course equivalency credits for Business Administration BUAD 111 and BUAD 128. Students who have completed BUAD 111 and BUAD 128 can apply for course equivalency in their ADAC coursework. Winter 2024- January-March starts.

Online students may take up to three years to complete the certificate. Summer 2024- April - July starts.

	<p><u>Be advised that you cannot start new courses in December or August because of holiday breaks</u></p>									
Cost	<p>Course Fees \$5,294.08* Texts: \$741.30* *Costs are estimated and subject to change. Classes are paid for as you register for them. You may be able to find used textbooks. Otherwise, required texts are available for purchase online from the bookstore. 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 border="0"> <tr> <td>x Administrative Assistant</td> <td>x Accounting Clerk</td> <td>x Receptionist</td> </tr> <tr> <td>x Accounts Payable/Receivable Clerk</td> <td>x Real Estate Assistant</td> <td>x Payroll Clerk</td> </tr> <tr> <td></td> <td>x Financial Services Clerk</td> <td>x Government Clerk</td> </tr> </table>	x Administrative Assistant	x Accounting Clerk	x Receptionist	x Accounts Payable/Receivable Clerk	x Real Estate Assistant	x Payroll Clerk		x Financial Services Clerk	x Government Clerk
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Post-Graduation Expectations:	<p>90 percent of recent ADAC graduates are working in business offices throughout the Okanagan and in their local communities. Completing the required practicum allows you to gain experience and forge relationships with potential future employers. With work experience, ADAC graduates can expect to earn between \$35,000 and \$45,000, per year, plus benefits. There is a high demand for administrative assistants in the job market.</p>									
Further Educational Paths:	<p>Graduates from ADAC may choose to move on to further education such as:</p> <ul style="list-style-type: none"> x Legal Administrative Assistant Certificate in Corporate Conveyancing and/or Litigation (6 months -1 year)- Okanagan College x Paralegal Diploma (2 years) – Okanagan College x Medical Administrative Assistant Certificate– Okanagan College x Payroll Management Certification www.payroll.ca x Professional Bookkeeping Certificate – www.cibcb.com 									



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