

**NORTHERN LIGHTS COLLEGE
REGISTRAR'S OFFICE
PROGRAM INFORMATION AND COMPLETION GUIDE**

Program Name: Office Administration
Credential/Certification: Office Assistant Certificate,
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Dean: Academic

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Program Description: The Office Assistant Certificate prepares students for entry-level roles in business, government, and industry, with a strong emphasis on emerging AI competencies in the modern workplace. In the program students learn to effectively use current AI-powered tools and applications to enhance productivity, streamline administrative tasks, and support data-informed decision-making. This is complemented by training in core administrative skills, including word processing, keyboarding, and spreadsheet use, as well as proficiency with up-to-date Microsoft Office applications. The program also emphasizes office procedures and the development of essential soft skills, such as communication, adaptability, and professionalism. A one-week practicum placement provides students with the opportunity to apply their AI and administrative skills in a real-world office environment.

Admission Requirements: 1a. English requirement for applicants whose first language is English: official transcript showing successful completion of any BC Ministry-approved English Language Arts 11 course or ENGL 040 or higher or equivalent.

OR

1b. English requirement for all other applicants whose first language is not English: IELTS Academic 6.0 overall with no band less than 6.0.

OR

1c. English requirement for applicants who have graduated from a Philippine post-secondary institution: completion of a four-year Bachelor's Degree that must include at least one baccalaureate-level English course in which a minimum grade of 'C' was obtained; alternatively, IELTS Academic 6.0 overall with no band less than 6.0.

Note:

Applicants should have a basic familiarity with computers

Length of Program: (weeks and total hours) 16 credits (250 hours), minimum

Program Intake: (start/finish dates) September/December

Available Seats:

Application Deadline: Add/Drop Date

Career Prospects: The Office Assistant Certificate prepares students to work in entry-level roles that are widely available across sectors like business, government, healthcare, education, private businesses, and industry offices.

Affiliations/Partnerships: N/A

Location: Dawson Creek, Fort St. John, Online,

Additional Requirements/Supplies: (fees, supplies, materials)

Students are required to have a computer (laptop or other mobile device) with minimum computer requirements as listed on the NLC website (www.nlc.bc.ca/Services/Information-Technology/minPC)

Eligibility for Canada Student Loans: (Yes or No)

Yes

Required Minimum Grade: (overall and/or minimum within a course)

A cumulative grade point average of 2.00 ('C') or better must be obtained from all courses applied toward the certificate

Residency Requirement: (percentage of courses which must be taken at NLC)
25%

Required Courses: (list courses required to complete credential and total hours for each course)

OADM 119 Computers and Software (3 credits/45 hours)

OADM 135 Microsoft Office Level 1 (3 credits/45 hours)

OADM 114 Human Relations and Job Search (3 credits/45 hours)

OADM 154 Administrative Procedures & Records Management (3 credits/45 hours)

OADM 165 Business English (3 credits/45 hours)
OADM 191 Office Assistant Practicum (1 credit/30 hours)