

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

Program Name: Office Administration
Credential/Certification: Office Administration Certificate
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Program Description: The Office Administration Certificate provides students with a strong foundation in essential office procedures while integrating modern digital competencies required in today's workplace. In the program students develop proficiency in key administrative functions, including document preparation, records management, and professional communication, alongside training in AI-powered tools to enhance productivity and streamline workflows.

The program also incorporates social media skills, preparing students to manage professional online communications and create engaging digital content. In addition, the program includes presentation software, enabling students to design and deliver clear, professional, and visually compelling presentations. Students will finish the program with a well-rounded skill set that combines traditional office administration expertise with emerging technologies and digital communication practices.

Admission Requirements:

*A. Domestic students and students from countries that practice Standard Written English (see Appendix A) must have official transcripts demonstrating that they have met the English Requirements: One of the following with a "C" grade or higher: English 12 or English Literature 12 or English First Peoples 12, ENGL 050, ENGL 099 or Alternatively, any university-level English course with a "C" grade or higher or graduation from Office Administration - Office Assistant Certificate. Students who do not meet one of the above English requirements must complete the NLC Writing Assessment for appropriate course placement.

B. International students who do not meet the requirement A. above, and domestic students who received their secondary education in French or another language, must show that they have met the NLC English requirement: see Appendix A (General Academic English Language Proficiency Requirements)

Note that some course options have specific prerequisites. Meeting the program entrance requirements does not ensure course prerequisites have been met for all available courses

Students who complete the Bookkeeping Assistant Certificate can access learner pathways in the Accounting Diploma and Executive Assistant Diploma programs.

Length of Program: (weeks and total hours) 33 credits (510 hours), minimum

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

Available Seats:

Application Deadline: Add/Drop Date

Career Prospects: The Office Administration program prepares students to work in 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 126 Microsoft Office Level 1 (3 credits/45 hours)

OADM 118 Human Relations and Job Search (3 credits/45 hours)

OADM 151 Administrative Procedures and Records Management (3 credits/45 hours)

OADM 165 Business English (3 credits/45 hours)

ENGL 110 Introduction to Workplace Communications (3 credits/45 hours)

OADM 127 Microsoft Office Level 2 (3 credits/45 hours)

OADM 194 Presentation Software (3 credits/45 hours)

OADM 179 Introduction to Social Media (3 credits/45 hours)

Open elective: choose any 3 credit elective, 45 hours

OADM 192 Office Administration Practicum (3 credits/60 hours)