

## Part Time and Full Time 2025 - 2026

**PROGRAM LENGTH:** 38 weeks

**BRIEF DESCRIPTION:** Elevate Your Career with NLC's Office Administration Program! Are you ready to excel in a dynamic office environment? Our Office Administration Program is designed to provide you with the skills and knowledge needed to thrive in various administrative roles. Program Highlights: Comprehensive Curriculum: Gain expertise in keyboarding, word processing, databases, spreadsheets, accounting practices, office procedures, and business communications. Practical Experience: Participate in a four-week practicum to apply your skills in a real-world office setting. Professional Development: Benefit from opportunities for professional growth and a job search orientation to help you land your dream job. Versatile Career Paths: Graduates find employment in small businesses, educational institutions, health complexes, government offices, and large industries. Why Choose Our Program? Competitive Edge: Stand out in the job market with a well-rounded education that prepares you for a variety of office careers. Supportive Learning Environment: Our program is supported in a Windows environment and utilizes Microsoft software and programs. Dual-Credit Opportunities: Get a head start on your career while completing your education. Join our Office Administration Program and become a sought-after office professional. Your future in a rewarding administrative career starts here!

### PROGRAM OF STUDY:

BCOM0100	Business Communications I (3)
BCOM0111	Workplace Communications (3)
COMM0107	Interpersonal Communications (3)
COMP0109	Business Applications & Operating Software (3)
COMP0111	Word Processing I (3)
COMP0121	Word Processing II (3)
COMP0119	Office Systems for Managing Information (3)
OADM0101	Keyboarding I (2)
OADM0111	Keyboarding II (2)
OADM0103	Employment Practicum (3)
OADM0105	Office Procedures (3)
ACCT0105	Accounting (3)

**EMPLOYMENT OPPORTUNITIES:** The skills developed by the Office Administration program are in demand. Graduates have gained employment in small businesses, educational institutions, health complexes, government offices and the offices of large industries.

**TRANSFERABILITY:** Block transfer agreements are established with Grande Prairie Regional College, Red Deer College and Keyano College directly into year two of a diploma program. Some courses transfer into Northern Lakes College's Business Administration program.

**PROGRAM DELIVERY:** This program uses a supported distance learning model. This includes regularly scheduled classes and/or tutorial sessions using Bongo and D2L Brightspace, self-directed study, and field/practicum placements. Attendance in live classes is encouraged, but not mandatory. Students can access a campus for additional supports. This program is supported in a Windows® environment and uses Microsoft® software and programs.

To learn more about **Bongo** and to experience using it, check out this guide:

<https://www.northernlakescollege.ca/public/download/files/220409>

To learn more about **D2L/Brightspace**, check out this guide:

<https://www.northernlakescollege.ca/public/download/files/101449>

**ADMISSION REQUIREMENTS:** Credit in English 30-1 or 60% in English 30-2. Credit in Math 10C or Math 10-3. Equivalent Math and English courses will also be considered. Applicants without the requirements will be considered if they satisfactorily complete an ACCUPLACER assessment. If academic requirements are not met, you may complete an ACCUPLACER assessment. Contact [accuplacer\\_exam\\_scheduling@northernlakescollege.ca](mailto:accuplacer_exam_scheduling@northernlakescollege.ca) to book your ACCUPLACER test or [admissions@northernlakescollege.ca](mailto:admissions@northernlakescollege.ca) for other Accuplacer inquiries.

**COST ESTIMATES:** Note: All fees are subject to change.

	Tuition	Student Association	Technology	est. TOTAL
Term 1	\$3,527.50.00	\$229.50	\$204.00	\$3,527.50
Term 2	\$2,548.00	\$189.00	\$168.00	\$2,905.00
Term 3	\$546.00	\$40.50	\$36.00	\$622.50
				<b>\$7,055.00</b>

Other Supplies (*not payable to NLC*) \$25.00 per course or \$100.00 per term

**Textbooks are not payable to Northern Lakes College. Please view our website for a list of applicable textbooks that must be purchased for the program.**

**OFFERING LOCATIONS:** ANY LOCATION with High Speed Internet

**Orientation Date:** Orientation for the program will occur via NLC Live Online on **September 2, 2025**. Mini orientation sessions occur before the start of each term. Orientation letters will be sent to students from the program area.

**Program Offering Dates:**

**Term 1:** September 2 – December 18, 2025

**Term 2:** January 2 – April 22, 2026

**Term 3:** May 1 – June 25, 2026

**APPLICATION DEADLINE:** Applications will be open in October of previous year. Applications should be submitted **at least 4 weeks prior to the term start date**. Applications received with less than 4 weeks from the term start date may be processed for the next available start date. Applicants are accepted and reviewed on a continuous basis. Applicants are advised to apply early, at least 3 months prior to the program start date, to allow time to complete application processes and arrange funding. Space is limited in some programs, so applicants are accepted on a first-qualified, first-accepted basis.

**APPLICATION PROCESS:**

- **APPLICATION:** Applicants can apply directly online through the Northern Lakes College website at [www.northernlakescollege.ca](http://www.northernlakescollege.ca). Applications may also be submitted directly through Apply Alberta [www.ApplyAlberta.ca](http://www.ApplyAlberta.ca). Applicants are advised to apply early at least three months prior to start date, to allow time to complete application process and arrange funding.
- **TRANSCRIPTS:** Provide an official high school and/or post-secondary transcript. This must be forwarded directly to Northern Lakes College, Admissions Services, from the granting institution (there may be a charge for this). When transcripts are received at NLC, they are reviewed to determine if the academic requirements for admission to the program are met.
- **ACADEMIC SKILLS APPRAISAL:** If transcripts are not available or do not show the academic requirements, applicants may complete a skills appraisal test. The College uses ACCUPLACER for the entrance requirements. If testing is required, the applicant will be informed and arrangements must be made for writing the test. Although every effort will be made to set up the testing at a location and time most convenient for the applicant, it may be necessary to travel to a college campus for this.
- **ACCEPTANCE:** Applicants who meet the academic requirements will be accepted and offered a space in the next available offering of the program. In some cases, the spaces at a specific location may be full and accepted applicants will be placed on a waitlist. These applicants will be accepted in the order of "first qualified, first served" basis. It may also be possible to transfer to another location if there is space. Applicants will receive a letter informing them of their acceptance status.
- **REGISTRATION & COMMITMENT FEE:** Accepted applicants in all career programs will be required to complete registration forms within one month of receiving their acceptance letter. This registration includes a \$100.00 (domestic student) or \$300.00 (international student) commitment fee deposit. This fee is **non-refundable & non-deferrable** and will be applied towards the terms' tuition. Applicants who do not pay their commitment deposit within 4 weeks of acceptance may forfeit their seat in the program.
- **FUNDING:** Applicants are encouraged to check on funding options **early (minimum of 2 months prior to program start date)**. Counsellors can assist with identifying funding options and applying for sponsorship of fees and living costs. Contact the campus

nearest you to schedule an appointment with a counsellor. Specific awards related to this program include: CCEC partnership Bursary, Roland Gladue Memorial Scholarship, TransCanada Partnership Award. Please visit the NLC website scholarships and awards page to learn more. <https://www.northernlakescollege.ca/future-students/financial-aid-scholarships-and-funding>.

- **ORIENTATION:** Before the start date of the program, accepted applicants will receive information about registration dates, times, locations and other information to assist them.

**CONTACT INFORMATION:**

For any assistance, questions or concerns, the following college staff are available:

**Program Coordinator:** **Chelsey Kinney 1-780-849-8681**  
email: [kinneyc@northernlakescollege.ca](mailto:kinneyc@northernlakescollege.ca)  
Questions about program content, employment opportunities for the program.

**Other Inquiries:** **Admissions Services 1-866-652-3456**  
email: [admissions@northernlakescollege.ca](mailto:admissions@northernlakescollege.ca)  
General inquiries about College services & programs; student housing, library, and facilities