

## Full and Part-Time 2023-2024

**PROGRAM LENGTH:** 10 months (34 weeks) (full-time and part-time available)

**BRIEF DESCRIPTION:** In a competitive job market, you want to stand out. Our Office Administration program will give you the tools to succeed in a variety of office careers where you will enjoy competitive pay, great hours, and a comfortable setting. You will be able to develop knowledge and skills in keyboarding, word processing, database, spreadsheets, accounting practices, office procedures, interpersonal communications, and business communications. You will have a four-week practicum in an office setting, opportunities for professional development, and a job search orientation. Graduates have gained employment in small businesses, educational institutions, health complexes, government offices, and the offices of large industries. Are you ready to be a sought-after office professional? This program is supported in a Windows environment and uses Microsoft software and programs. Dual-credit opportunities are available for this program.

**PROGRAM OF STUDY:**

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

**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:** The program uses a combination of NLC Live Online and NLC Anytime, Anywhere delivery. Students use internet-based learning management systems. This program is supported in a Windows® environment and uses Microsoft® software and programs. To learn more about Collaborate and to experience using it, check out this guide:

<https://www.northernlakescollege.ca/Documents/Collaborate-Guide-forStudentsatNLC.pdf>

To learn more about D2L and to experience using it, 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 **or** equivalent **and**
- Credit in Math 10-C, **or** Math 10-3 **or** equivalent.
- Or Accuplacer assessment
- Or GED (General Education Development) diploma
- Fluency in English

**NOTE:** Applicants without the academic requirements will be considered if they successfully complete a Skills Appraisal Test with equivalent scale scores.

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

	Term 1	Term 2	Term 3	Total
Tuition	\$2,584.00	\$2,128.00	\$456.00	\$5,168.00
Technology Fees (\$65 PT)	\$ 130.00	\$ 130.00	\$130.00	\$ 390.00
Student Association Fees	\$ 195.50	\$ 161.00	\$ 34.50	\$ 391.00
<b>TOTAL ESTIMATED COSTS:</b>	<b>\$2,909.50</b>	<b>\$2,419.00</b>	<b>\$620.50</b>	<b>\$5,949.00</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:** TBA Live online. Orientation letters will be sent to students from the program

OFFERING DATES	Application Deadline	Payment Deadline
<b>Term 1:</b> September 5– December 15, 2023	August 5, 2023	August 22, 2023
<b>Term 2:</b> January 4 – April 25, 2024	December 4, 2023	December 21, 2023
<b>Term 3:</b> May 1 – June 25, 2024	April 1, 2024	April 17, 2024

**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:** Upon acceptance, each applicant will meet with a program advisor (may be over the phone) to discuss course planning & selection. This information will determine what courses are to be included on the registration form. The commitment fee includes a \$100.00 (full-time) or \$75.00 (part-time) deposit. **This fee is non-refundable. Full fees are due 2 weeks prior to start date**
- **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](https://www.northernlakescollege.ca/future-students/financial-aid-scholarships-and-funding) 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 1-866-652-3456 ext. 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