**Information About Dual Credit
Office Administration Courses
From Northern Lakes College**

Why take dual credit Office Administration courses?

1. Earn up to 29 credits toward your high school diploma.
2. Lower your workload in College. Taking college courses while in high school will reduce the number of courses required to finish your certificate.
3. Determine if the Office Administration program is something you are interested in before enrolling in College.
4. Save money. Check with your high school to determine if they cover any costs.
5. Qualify for a $500 tuition bursary. Dual credit students who successfully complete a course qualify for a bursary if they continue post-secondary education with Northern Lakes College.

Where is the program available?

The Office Administration Program is available at any school.

When is the program available?

1. Term 1 – Sept. 3 to Dec. 11, 2024
2. Term 2 – Jan. 6 to Apr. 18, 2025
3. Term 3 – May 1 to June 25, 2025
4. Because classes are delivered online, students can access them at any time, making it easy to fit these courses around their high school schedule.

What prerequisites are needed to get started in the program?

1. The prerequisites vary by course.   Please see the list of courses to see the requirements for each course.   Some courses can be started when students are in grade 10.

How difficult is the program?

1. The courses in this program are at a college level and, therefore, require a significant commitment on behalf of the student, the parent, the high school and the College. Students must be ready to dedicate themselves to the courses before applying.
2. Parents are encouraged to stay informed of their child's progress in the program via the high school.

Other things you need to know:

1. For the Office Administration courses, students will follow the schedule provided by the college. The college schedule may differ from the high school schedule.
2. Students can take the program on a full-time or part-time basis.   Students who do not complete the program in high school can complete it at college.

3. Students must take all the courses to be eligible for a certificate. Students can only take the OADM0103 Practicum if they have completed all of the other courses in the program or are co-enrolled in BCOM 0111.
4. The OADM 0103 course is a work practicum that takes place in a workplace setting.
    a. If travel to the practicum placement site is required, it is the responsibility of the student/parent.
    b. The practicum is 130 hours, so students must ensure they have the time in their high school schedule to go on their placement.
5. For more information about a career in Office Administration, check out the alis.alberta.ca website. You will find information on Office Administration and other careers under the 'information on occupations' tab.
6. For more information on the Office Administration program at Northern Lakes College, go to the College website or click here.
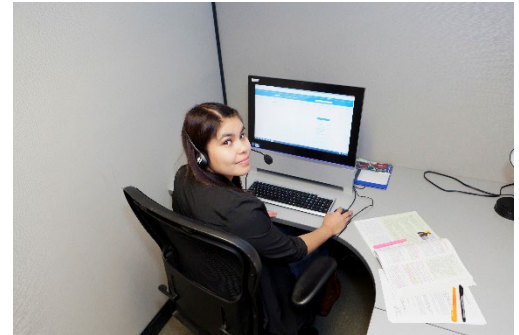
Courses in the program

Course	Course Prerequisites	Date(s) Offered
ACCT0105 [1] Accounting	English 10-1 or 10-2 AND Math 10-C or 10-3	Term 2
BCOM0100 Business Communications I	English 20-1 or 20-2	Term 1
BCOM0111 Workplace Communications	BCOM0100 AND English 30-1 or English 30-2 (60%)	Term 2
COMM0107 Interpersonal Communications for the Office Professional	English 20-1 or 20-2	Term 1
COMP0109 Business Applications and Operating Software	English 10-1 or 10-2 AND Math 10-C or 10-3	Term 1
COMP0119 Office Systems for Managing Information [1]	English 10-1 or 10-2 AND Math 10-C or 10-3	Term 2
COMP0111 [1] Word Processing I	English 10-1 or 10-2	Term 1
COMP0121 Word Processing II	COMP0111	Term 2
OADM0101 [1] Keyboarding I	Corequisites English 10-1 or 10-2	Term 1, 2 or 3
OADM0111 Keyboarding II	OADM0101	Term 1, 2 or 3
OADM0105 Office Procedures	English 10-1 or 10-2 AND Math 10-C or 10-3	Term 1
OADM0103 Employment Practicum	All other courses in OA	Term 3

1 – Recommended Introductory courses