



## OFFICE ADMINISTRATION DEPARTMENT

### Administrative Assistant Certificate (ADAC) Quick Facts 2024-2025

**The Administrative Assistant program (ADAC)** is a 1098-hour, 37-week program designed for students who have little or no prior business education or experience and is suitable for a wide range of students including recent high school graduates, career changers, as well as mature students wishing to upgrade their business technology skills. The program includes a comprehensive set of courses designed to prepare graduates for a wide range of employment opportunities in private, corporate and government business offices.

Students in this program will learn business communications; administrative office procedures; business math; accounting, including payroll and computerized accounting; word processing, spreadsheet, database, presentation, and desktop publishing; and effective job search techniques. The **Administrative Assistant** program may also be completed online. Graduates from the ADAC program can receive course equivalency credits for Business Administration BUAD 111 and BUAD 128.

#### **Attendance Options**

**September to June** full- or part-time day classes hyflex in Vernon and Kelowna  
Hyflex 2 days online and 3 days on campus or 5 days online

September 3, 2024 June 13, 2025

Monday Friday, six hours per day (30 hours per week)

Also available o

