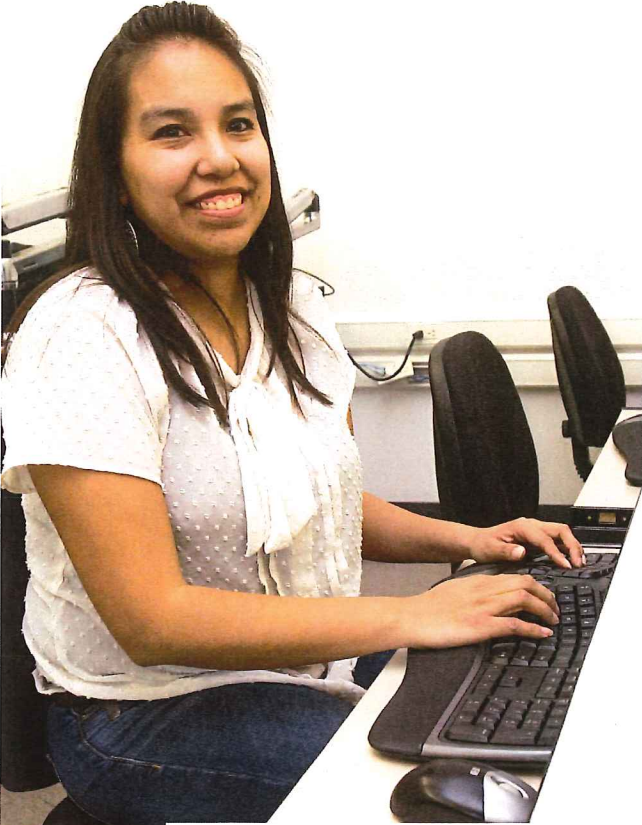


OFFICE ADMINISTRATION PROGRAM

Seats are limited and will be granted on a first come, first served basis. Apply now!

The Congress of Aboriginal Peoples will sponsor tuition, lab fees, partial text book costs and practicum mileage costs for Aboriginal students who live off-reserve.



ABORIGINAL STUDENTS

Non-aboriginal students will pay their own costs.

- » No tuition or lab fees
- » No practicum mileage costs
(bus passes included)
- » Books costs covered up to \$1050

COSTS

Health & Dental _____ \$275.00
for non-status or without coverage

Student Activity Fee _____ \$80.00

Books _____ up to \$500.00

PROGRAM BACKGROUND

- » The Office Administration Program has been offered since 2012/13.
- » Congress of Aboriginal Peoples funding has been renewed for **2016 – 2017**.
- » This program has produced 85 graduates, including those in community deliveries.
- » This program includes a practicum component.
- » Includes aboriginal content and small classes.

This program is designed to develop the necessary office administration skills needed to provide administrative support at the entry level. It is created for persons who want to upgrade their office skills for certification and those entering the office workplace for the first time. It is ideal for individuals who do not have previous education or background in computing. This program is offered over two consecutive terms or seven months for 15 students.

CAREER OPPORTUNITIES

Employment possibilities range from entry-level administrative positions, such as:

- » Office clerk
- » Office manager
- » Secretary
- » Receptionist
- » Executive assistant positions
- » Administrative assistant

ADMISSION REQUIREMENTS

1. High school graduation or mature student status
2. The Department Head may, in exceptional circumstances, admit applicants who are lacking certain program admission requirements; provided that the applicant can demonstrate a good chance of succeeding in the program.
3. NVIT is committed to ensuring education is accessible to all people. Students who do not meet program requirements should contact the Department Head or an NVIT Academic Planner regarding upgrading opportunities.

PROGRAM DELIVERY

LOCATION: **MERRITT CAMPUS**

CREDENTIAL: **CERTIFICATE**

For more information, visit:

NVIT.ca/programs/officeadministration.htm

NVIT.ca

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