

Office Administration Program

NVIT is offering our Office Administration program to 15 Aboriginal students with tuition, lab fees and partial book costs fully funded by the Congress of Aboriginal Peoples.

PROGRAM BACKGROUND

- The Office Administration Program has been offered since 2012/13.
- The Congress of Aboriginal Peoples has entered into a Aboriginal Skills and Employment Training Strategy (ASETS) funding agreement with Human Resources and Skills Development Canada to fund Aboriginal students in the Office Administration Program.
- This program has produced 67 graduates, including those in community deliveries.
- This program includes a practicum component.
- Includes aboriginal content and small classes.

Program Delivery Location:

Merritt Campus

NON-ABORIGINAL STUDENTS

- Will pay their own costs.

ABORIGINAL STUDENTS

- No tuition
- No lab fees
- Books – at least a large portion will be covered for up to 15 students

Costs

Health & Dental <i>for non-satus or without coverage</i>	\$275.00
Student Activity Fee	\$80.00
Books	\$800.00

This program is to develop office administration skills and provide the necessary administrative skills to provide administrative support at the entry level. It is designed 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.

Career Opportunities:

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

- office clerk
- office manager
- secretary
- receptionist
- executive assistant positions
- administrative assistant



Program 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 s/he has 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.