



Office Administration

Certificate
La Ronge, SK

September 3, 2019 – May 15, 2020

Program Overview

This program provides knowledge and skill development related to the business office environment with an emphasis on computer applications. Students will use leading office software and practice standard office procedures such as directing telephone communications, preparing for meetings, maintaining office equipment, and managing office supplies.

Graduates of this program may be eligible for employment in government, education, law, medicine, engineering, manufacturing, travel, insurance, banking and business offices.

Entrance Requirements

- Grade 12 diploma

Estimated Cost

Tuition: \$4,790 Books/Fees: \$1,910

**Subject to change.*

Accreditation

Saskatchewan Polytechnic

Application Procedure

1. Gather required documents:

- application form
- copy of all transcripts
 - *If currently enrolled in high school, you must submit a Statement of Grades form.*

2. Submit completed application with all applicable attachments to:

applications@northlandscollege.sk.ca

Northlands College Admissions
Box 1000
Air Ronge, SK S0J 3G0

Fax: 306 425-4689

3. You will receive notification of any missing documentation and the next step in the process (eg. admission status, interview).

4. A student advisor will be assigned to your file to provide support. This staff member's name will appear on all correspondence.

5. If accepted, you must fulfill all program readiness components to secure your seat in the program.

Selection Process

First Qualified, First Accepted (FQFA)

To be deemed qualified, an applicant must meet the minimum entrance requirements, complete the application procedures, and successfully complete an intake interview.

As such, seats may be filled before the application deadline. Apply Now!

Application Deadline

March 31, 2019



For More Information:

Toll-free: 1-888-311-1185

Website: trainnorth.ca