



OFFICE ASSISTANT CERTIFICATE PROGRAM



In partnership with
Okanagan College

When: April 30th – March 31st, 2023

Where: Online or In Class Option

Time: Evening and Weekends

Limited Seating, 20 seats available

Course includes: Business Math
and Calculators, Organizational
Software, Spreadsheets 1, Self
Management Skills and many
more.



FOR MORE INFORMATION OR TO REQUEST A REGISTRATION FORM.

CONTACT DELAIR IGNATIUS -

PROGRAMCOORDINATOR@NIBEDUCATION.COM

Office Assistant Certificate • REGISTRATION FORM •

Registration Deadline APRIL 13TH, 2022 • Return to
programcoordinator@nibeducation.com

Surname:		Legal Name, Middle Name(s):	<input type="checkbox"/> Married/Common-Law <input type="checkbox"/> Single
DOB: (dd/mm/yyyy):		SIN:	Number of Dependent(s) #:
Physical Address:		Mailing Address (if different from Physical):	City & Postal Code:
Contact Number:		Emergency Contact/Relation & Phone Number:	Email Address:
Band Name:		Status Number:	Do you have a valid driver's license? Class?
Last School Attended and City:		Grade Level Completed:	Do you have any Barriers (I.e.: Daycare, Transportation, Scheduling)?
Initial	1. I understand that any information given to Neskonlith Indian Band Programs Department will be kept private and confidential and will be available for staff only. If information needs to be shared with another agency, a separate "Consent for Release of Confidential Information" must be signed.		
Initial	2. I give permission for this information to be used for statistical purposes, which does not contain any names.		
Initial	3. I hereby grant that Neskonlith Indian Band Programs Department permission to use my likeness in a photograph, video, or other digital media ("photo" in any, and all of its publications, including web-based publications).		
Signature:		Date:	

We encourage all to apply. Priority will be given to NIB, ALIB & LSLB Members. Limited seats available. Men and Women to apply.



		Course Name	Schedule
OADM	167	CE Computer Essentials & Internet	April 30 to May 7
OADM	174	KB Keyboarding	May 14 to 28
OADM	180	SMI Self-Management	May 29 to June 12
OADM	110	EN Business Communications	June 13 to August 22
OADM	132	OS Organizational Software	September 10 and 11
OADM	128	WP Word Processing I	September 12 to October 28
OADM	135	RM Records Management	October 31 to November 18
OADM	130	MA Business Math	November 19 to December 18
OADM	169A	SSI Spreadsheets I	December 19 - 23 and January 9 to 20
OADM	136	OP Office Procedures	January 23 to February 25
OADM	165	PP Presentation Graphics	February 26 to March 12
OADM	181	JS Job Search	March 13 to 31