



BUSINESS SECRETARY PROGRAM

THE UNIVERSITY COLLEGE OF THE CARIBOO - CANADA

PROGRAM DESCRIPTION

This program is designed to prepare students for employment in a wide range of positions in business and industry. Current trends in the global economy suggest a high demand for bilingual secretaries with the kind of practical, hands-on training emphasized in this program.

In addition to skills training on state-of-the-art microcomputer equipment, the students' education will include exposure to North American office culture and the experience of a Canadian office by working alongside Canadian students.

There will be many opportunities to enhance oral and written English skills. As well, students will be welcome at the Canadian cultural events available on campus throughout the year.

Length of Program: 10 months

Program Starts: September

Program Ends: June

EMPLOYMENT OPPORTUNITIES

Upon completion of the program, the successful student will have the skills necessary to work in a variety of business offices. Graduates find employment in businesses such as those listed below:

- Tourism industry
- Education - public schools, colleges, universities, other training institutions
- Finance - banks, mortgage, trust and insurance companies
- Real estate and property management
- Transportation
- Local, provincial, and federal government agencies
- Service organizations
- Media - newspapers, radio, and TV

COURSES

SEMESTER 1 - FALL SEMESTER (Sept. to Dec.)

Business Communications 1
Introduction to DOS & Windows
Computerized Financial Applications
Financial Records
Business and Human Relations
Office Procedures
Keyboarding Speed
Word Processing

SEMESTER 2 - WINTER SEMESTER (Jan. to Apr.)

Electronic Spreadsheets
Business Writing
Database/Records Management
Machine Transcription
Introduction to Desktop Publishing
Keyboarding Speed
Word Processing - Advanced
WordPerfect for Windows

SEMESTER 3 - SPRING SEMESTER (May to June)

Résumé and Job Search
Word Processing Secretary Practicum
Word Processing Secretary Perspectives
Keyboarding Speed
Windows Integration

PRACTICUM PLACEMENT

Students in the program who successfully complete all course requirements will qualify for practicum placement. This experience will provide students with the opportunity to test their skills in a working Canadian office. Practicums are scheduled to take place during the last semester.



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PROGRAM ENTRY REQUIREMENTS

- Grade 11 or equivalent (Grade 12 preferred)
- Upper Intermediate Level of English:
 - TOEFL LEVEL 525 (if available)
 - or UCC Level 4 (according to the UCC English Language Assessment ELA Test).Students can write the ELA test upon arrival.
- Ability to keyboard at 25 wpm on a five-minute timing
- Interview in person or by telephone with the program coordinator
- Written essay of 250 words describing the reasons for your interest in the program

All applicants are evaluated individually and selected competitively.

GRADUATION REQUIREMENTS

- Successful completion of all courses
- 55 wpm keyboarding ability

Graduates will receive a Business Secretary Certificate and transcript from the University College of the Cariboo. Every graduate is invited to attend Graduation Ceremonies in the middle of June.

LOCATION

Office Administration Programs are located at the Victoria Street Campus of the University College of the Cariboo. Our classrooms and computer labs provide state-of-the-art training in a business environment.

ENGLISH LANGUAGE UPGRADING

English language training is available for students who require English upgrading prior to starting the program. For more information, refer to the UCC International Brochure. Courses begin in September, January, and May.

ACCOMMODATION

Homestay, campus residences, and private apartments are available. See the UCC International Brochure for more information on application procedures and costs.

PROGRAM FEES (1994/95)

Program fee:	\$3,120 Cdn each semester (\$1,560 for semester 3)
Application fee:	\$25 Cdn (one time only)
Student Society fee:	\$60 Cdn (each semester)

APPLICATION DEADLINE - MAY 31

Space in this program is limited. If the program becomes full, a waiting list will be established. If places become available, students will be contacted in order of application date. Late applications will be considered if space is available.

TO APPLY, CONTACT:

International Student Admissions
University College of the Cariboo
Box 3010, Kamloops, BC
Canada, V2C 5N3

Tel: (604) 828-5252

Fax: (604) 371-5513

or your local representative:

Note: All fees, dates and policies are subject to change without prior notice.

