

Frequently Asked Questions

What is the program start date?

For students commencing in the Fall semester, classes begin the day after the Labour Day holiday.

For students commencing in the Winter semester, classes begin in the first or second week of January.

What is the program training end date?

For students commencing in the Fall semester and registered for a full course load, the program ends with a four-week practicum that begins in early May.

For students commencing in the Winter semester and registered for a full course load, the program ends with a four-week practicum that begins in early January.

Are there any breaks during the training period?

There are short breaks between the semesters. The Fall semester usually ends mid-December and students do not begin the Winter semester until early in January. The Winter semester usually ends mid-April and students do not begin the Summer semester or work experience until early in May. In the Winter 2010 semester, there will also be an Olympic break.

What is the difference between the full-time and part-time admission status?

Full-time students must apply before the deadline, meet the English and keyboarding requirements and pay a \$350 deposit. This gives full-time status students priority enrollment. When the Registrar's Office assigns registration times all full-time status students complete their registration before the part-time students begin registering. This ensures that full-time students have the opportunity to register in all of the courses that they need and allows us to guarantee full-time students that they will be able to obtain a seat in all required classes and successfully complete the program within a nine-month time period. However, part-time students in Office Administration programs may also register in up to five courses (15 credits) per semester. Therefore, part-time students can take a full course load.

How many hours are you in class per week?

Students completing a full-time course load will complete five courses meeting four hours per week. Class time is twenty hours per week. Students completing a part-time course load will have varying weekly instructional hours depending on how many courses they have registered in.

How many hours of homework are assigned per week?

It is generally expected that every hour of instruction will be matched with an hour of study or preparation by the student. Full-time students can expect twenty hours of homework per week.

What days of the week are you in training?

Classes are scheduled during normal business hours. All classes are scheduled from Monday through Friday (there are no weekend classes). Classes are scheduled as early as 8:00 a.m. and end as late as 4:30 p.m. on these weekdays (there are no evening classes).

Is there a practicum component of the program?

All students are required to complete a four-week practicum. A three-week practicum is completed on the job site in early May or January. Students then return to the college and present either an oral or written report during the following week.

Does the college assist in placement?

Students are expected to find their own practicum placements; however, the practicum supervisor will monitor the student's progress and provide assistance as necessary.

What are the program admission requirements?

All students must have English 11 with a minimum "C" grade standing or equivalent (see <http://www.douglas.bc.ca/calhtm/geninfo/gadmiss.html>). All full-time students are also required to demonstrate some keyboarding speed and accuracy. Applicants to the Legal Administrative Assistant Certificate must have a keyboarding speed of 40 net words per minute. Applicants to all other certificate programs must have a keyboarding speed of 25 net words per minute.

The current application fee is \$30 and applications can be completed online.

Is there an admissions test?

Yes, both English and keyboarding assessment tests are available to all applicants. Once you have paid the \$30 application fee a student number will be assigned to you and you can then complete any required assessments free of charge.

How many recent graduates are currently working in the field for which they were trained?

This is largely determined by the conditions in the prevailing job market. Generally, between 80-90% of our graduates are working within one month of graduation. Currently, 90-100% of our graduates are using their acquired skills on the job. Many gain employment through their practicum placement.

What is the typical starting salary?

This is also largely determined by the conditions in the prevailing job market. Currently, salaries for these job-entry positions range from \$2,000-\$3,000 per month.

What are the related costs?

The tuition fees are adjusted annually, but currently are \$260.70 per 3-credit course or \$1,303.50 per 15 credits which represents a semester's full-time course load (see <http://www.douglas.bc.ca/new-students/registration-guide/tuitionfeeschedule.html>).

Other fees are adjusted annually, but currently are \$93.90 per 3-credit course or \$127.85 per 15 credits which represents a semester's full-time course load (with an optional \$260 for the Health and Dental Plan).

The textbook and course material related costs are approximately \$100-125 per course.

Does the college issue a T2202A for income tax purposes?

T2202A forms are provided online through a secure web site.