

2020-2021

Administrative Professional

Program Overview

The Administrative Professional certificate equips students with the skills and knowledge to become an effective office professional. Students will learn essential office skills such as basic accounting, office management, organizational politics, software applications, business communication, and event management.

Career Potential

Graduates of the Administrative Professional certificate program find employment in the public and private sectors, in small business, government, banking, insurance, not-for-profit organizations and the retail, hospitality, oilfield, and construction industries.

NorQuest graduates find careers in rapidly evolving administrative support roles that include office coordination, communications, data analysis, and event planning. They can also be employed in positions such as corporate executive assistant, bookkeeper, billing and invoice clerk, and customer service associate.

Admission Requirements

- Language Arts – this requirement can be met with any of the following, or an equivalent course:
 - 50% in English Language Arts 30-1 or English Language Arts 30-2
 - 50% in [ESLG 1860](#) or [ESLG 1898](#)
- Mathematics – this requirement can be met with any of the following, or an equivalent course:
 - 50% in Mathematics 10C or Mathematics 20-3

ELP Requirements

If English is your second language, you must provide proof of ELP prior to admission. ELP test results must have been obtained within two years of the start date of your program.

Acceptable evidence of ELP may be one of the following test scores:

- IELTS Academic: 6; no section score below 5.5
- TOEFL iBT: 71
- CELPIP General: 7; no section score below 6
- CAEL: 60
- minimum of 80% in [ESLS 7000](#) or [ESLS 7100](#) (or [ESLG 2101](#)), and 80% in [ESLW 7000](#) or [ESLW 7100](#) (or [ESLG 2103](#))

If you are missing requirements for this program, you may be eligible to apply for the [NorQuest Bridging to Post Secondary](#) program.

Quick Facts

Credential: Certificate

Length: 2 or 3 terms

Deliveries:

SEPTEMBER

Edmonton
Online

FT In person
FT/PT Online

JANUARY

Edmonton
Online

FT In person
FT/PT Online anytime

Tuition and Fees

Canadian Students

Total tuition: \$4,896.00
Total fees: \$1,654.48

International Students

Total tuition: \$14,616.00
Total fees: \$1,654.48