

NIC Online Courses: Office Administration, Accounting and Medical Courses

*A regular course is 3 credits at a college, which equals 4 credits as a Secondary School. If we register a student in an online course there must be 3 credits to equal a full PSIN 12A course claim, hence the course pairs that have been created below.

Office Administration

Explore a career in Office Administration. Whether you're just starting out in the workforce, making a career change, getting ready to take that next step in your career or refreshing a previously completed office credential, NIC's knowledgeable faculty are here to support you with online programs designed to fit your schedule.

Office Administration Programs

- Office Administration-Office Assistant 1 Certificate
- Office Administration-Administrative Assistant Certificate
- Office Administration-Computing Accounting Assistant Certificate
- Office Administration-Office Management Certificate
- Office Administration-Legal Office Assistant Certificate
- Office Administration-Medical Office Assistant Certificate
- Medical Terminology Skills for Office Administration Micro-credential

Faculty Profiles



Richelle Gardiner-Hynds
Faculty, Office Administration
View all [Office Administration](#) faculty

Dual Credit

Earn university transfer credit while still in high school.

Dual Credit - <https://www.nic.bc.ca/audience/future-students/dual-credit/>

WINTER- Semester 2

Office Administration: Colours indicate a pairing for course selection

Course	Credits	Start Date	Course length/end
OAD 020 Online Learner Success (required course)	0.5	Jan 31, 2022	2 weeks-ends Feb 11, 2022
OAD 100 Keyboarding 1	1.5	Feb 14, 2022	10 weeks-ends Apr 22, 2022
OAD 116 Word Processing 1 (PRE-REQ WAIVER REQUIRED-100/101, in DC Fillable app. folder)	1.5	Mar 14, 2022	10 weeks-ends May 20, 2022
OAD 148 Business English * (may replace with OAD 145 & 110)	3	Feb 14, 2022	15 weeks-ends May 27, 2022
OAD 147 Business Math	1.5	Feb 14, 2022	10 weeks-ends April 22, 2022
OAD 110 Records Management* (PRE-REQ WAIVER REQUIRED-148)	1	Mar 21, 2022	7 weeks- ends May 6, 2022
OAD 147 Business Math	1.5	Feb 14, 2022	10 weeks-ends April 22, 2022
OAD 145 Spread Sheets 1* (PRE-REQ WAIVER REQUIRED-101 & 147)	1.5	Mar 21, 2022	10 weeks-ends May 27, 2022

*The Orange and purple are courses that a student could take instead of the green, OAD 148.

<https://www.nic.bc.ca/programs/business-applied-studies/office-administration/>

Accounting: Colours indicate a pairing for course selection

Course	Credits	Start Date	Course length/end
OAD 020 Online Learner Success (required course)	0.5	Jan 31, 2022	2 weeks-ends Feb 11, 2022
OAD 147 Business Math	1.5	Feb 14, 2022	10 weeks-ends April 22, 2022
OAD 161 Accounting 1 (pre-req waiver req. - 147)	2	Mar 7, 2022	12 weeks-ends May 27, 2022
OAD 110 Records Management* (PRE-REQ WAIVER REQUIRED-148)	1	Mar 21, 2022	7 weeks- ends May 6, 2022
OAD 145 Spread Sheets 1* (PRE-REQ WAIVER REQUIRED-101 & 147)	1.5	Mar 21, 2022	10 weeks-ends May 27, 2022

<https://www.nic.bc.ca/programs/business-applied-studies/office-administration/>

DUAL CREDIT MEDICAL exploration -PROPOSED for Winter 2022

****NOTE-FUNDING IS NOT YET APPROVED FOR CONDENSED MEDICAL TERMINOLOGY COURSES**

(Medical Terminology Skills for Office Administration Micro-credential)

<https://www.nic.bc.ca/programs/business-applied-studies/office-administration/medical-terminology-skills-for-office-administration-micro-credential/>

WINTER 2022

Early Jan & Apr*	1 week*	OAD 020 Online Learner Success (required course)	0.5
Mid Jan & Apr *	2 weeks*	OAD 182 Medical terminology 1	1
Late Jan & Apr*	11 weeks*	OAD 183 Medical terminology 2	3

***Proposed start dates - yet to be determined - 22 weeks of course work is condensed into 14 weeks!**