

PROFESSIONAL OFFICE ASSISTANT (OFAS)

Certificate of Completion | Online

This program will prepare students with fundamental computer skills for any office environment. Graduates of this certificate will be equipped with the skills needed for entry into office clerical support positions in a variety of business sectors.

Career Opportunities

- Office Assistant
- Office Clerk
- Receptionist
- Administrative Assistant

Admissions

OSSD or Mature Student Status

If you are interested in completing the entire certificate program, please click here (<https://cambriancollege.ca/certificate-programs-sign-up/>) to sign up prior to registering for your courses. See Program of Study or Course Delivery tabs to register for individual courses.

Graduation Timelines

Students can complete the Certificate of Completion in as little as one semester. They are usually expected to complete their certificate within 60 months.

Other Important Information

Please see our [resources page](#) OR [Frequently Asked Questions \(FAQ\)](#) for information regarding important dates, books, exams etc.

SIGN UP NOW!

Certificate Requirements

In order to obtain the Certificate of Completion, the following courses must be completed:

Code	Title	Credits
OTP 1001	Office Technology & Procedures	3
CPO 0101	Computers 1 - Introduction	3
WRI 1008	Writing Grammatically	3
CPO 1000	PowerPoint	2

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Fees

Tuition and Ancillary Fees

The total domestic tuition fees for each course is listed below.

Course	Credits	Domestic Tuition	Ancillary Fees	Total Domestic Fees
OTP 1001*	3 credits	\$263.76	\$168.99	\$432.75
CPO 0101*	3 credits	\$263.76	\$168.99	\$432.75

WRI 1008*	3 credits	\$263.76	\$168.99	\$432.75
CPO 1000	2 credits	\$175.84	\$144.77	\$320.61

Please see our [fees page](#) for the breakdown of tuition and mandatory ancillary fees for Part-time studies.

The asterisk (*) denotes courses that are delivered through Ontario Learn and are subject to an additional \$96.33 fee per course. This fee is already calculated in the ancillary fees and total fees listed above.

Important Note: The tuition above denotes domestic tuition fees only. International applicants should contact Pathways or Continuing Education for further information regarding the admissions process.

Course Delivery

The table below details course offerings over the current and next academic year.

Course	2023-24 Academic Year	2024-25 Academic Year
OTP 1001 - 3 credits	SEPTEMBER, JANUARY, MAY	SEPTEMBER, JANUARY, MAY
CPO 0101 - 3 credits	SEPTEMBER, JANUARY, MAY	SEPTEMBER, JANUARY, MAY
WRI 1008 - 3 credits	SEPTEMBER, JANUARY, MAY	SEPTEMBER, JANUARY, MAY
CPO 1000 - 2 credits	SEPTEMBER, JANUARY, MAY	SEPTEMBER, JANUARY, MAY

All courses are delivered online asynchronously. Your professor shares learning resources and activities with you in a flexible way. You are not expected to attend a class or login to your materials at a specific day or time. You will, however, be responsible for meeting all course requirements, dates and deadlines as posted within the syllabus.

Although most courses have offerings in September, January and May, additional intakes may be offered monthly, please see the course registration page for specific intake dates.

Important Note: Cambrian College reserves the right to cancel the offering of courses in certain terms. Please refer to your registration page for current semester options.

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Contacts

Continuing Education

705-566-8101
continuing@cambriancollege.ca