

The number one benefit of information technology is that it empowers people to do what they want to do. It lets people be creative. It lets people be productive. It lets people learn

For More Information Contact 'The Registrar'

By Mail: UnBQ
Box 279 St Paul, AB TOA 3A0

By Phone: Local: 780-645-4455
Toll Free: 1-888-645-4455

By Fax: 780-645-5215

By Email: registrar@bluequills.ca
anneb@bluequills.ca

For the latest Program/Course Information
Or to download the Application Form
visit www.bluequills.ca

AND Check us out on Facebook!!



UNIVERSITY
University nuhelot'ine thaiyots'į nistameyimákanak Blue Quills
BLUE QUILLS

Office & Data Administration Certificate Program



Office & Data Administration Certificate Program

The Office & Data Administration Program will provide graduates with the practical and personal skills need to be successful in the office of the new millennium.

The Office & Data Administration Program will equip the graduate with not only traditional skills, such as advanced computers and accounting, but innovative skills in the areas of communications, presentations and basic IT maintenance & troubleshooting. This program will equip the graduate with the practical skills necessary to work in today's office, using today's technology. It is equally suited for those wanting to up-date their skills or for those wanting to learn new skills. A work simulation special projects component is included. This is a ten-month program that will run five days a week from September until June.

Completion of this program can benefit the student in several ways:

- The program will make the graduate more attractive to potential employers looking for administrative support.
- They will be better prepared to pursue more advanced training in the field of IT.
- Completion of studies in the Office & Data Administration Certificate Program will prepare students to write the certification exams offered in their fields of study.

Visit www.bluequills.ca for specific program and course information.

Admission Requirements

Candidates are required to satisfactorily complete the CAAT Testing. There are no pre-requisites for entrance. It is recommended that students consider the following as guides to success:

- Grade 12 or equivalent with strong reading & comprehension skills.
- Basic computer knowledge and keyboarding skills, previous computer courses are a definite asset.
- It is **VERY STRONGLY SUGGESTED** that students have their own computer at home.

