

OFFICE ADMINISTRATION

CERTIFICATE

LA LOCHE, SK

SEPTEMBER 7, 2026 – MAY 21, 2027

PROGRAM OVERVIEW

Master the skills that power today's offices with a strong focus on computer applications. Dive into real-world projects that bring learning to life—giving you hands-on experience and a clear view of the rewards of a dynamic office career. In this one-year program, students will gain the knowledge and skills needed to work in an office environment. With an emphasis on hands-on training, students use leading office software and develop practical skills.

ENTRANCE REQUIREMENTS

- Grade 12 or Adult 12

ESTIMATED COST*

Tuition: \$5,170

Books: \$1,030

Materials and Supplies: \$107

**Subject to change*

ACCREDITATION

Saskatchewan Polytechnic



NORTHLANDS
COLLEGE

REQUIRED DOCUMENTS

- High School Transcripts

APPLICATION DEADLINE

June 30, 2026

SELECTION PROCESS

First Qualified, First Accepted (FQFA)

To be deemed qualified, an applicant must meet the minimum entrance requirements and complete the application procedures which includes providing all required documents.

HOW TO APPLY

- ▶ Visit northlandscollege.ca/admissions to apply online or
- ▶ Submit application form and documents to:
applications@northlandscollege.sk.ca or
- ▶ Apply at any Northlands College campus
- ▶ Scan QR code for general admissions information



CONTACT US FOR MORE INFORMATION

Toll-free: 1-888-311-1185

northlandscollege.ca

Fax: 306-425-4689

Campus Locations:

La Ronge

Air Ronge

Buffalo Narrows

Creighton