



**BRITISH COLUMBIA  
INSTITUTE OF TECHNOLOGY**

School Name	BCIT
Program Name	Office Administrator with Technology (OAT)
School Location	Downtown 555 Seymour Street
Start/End Dates	April 2, 2012 to August 24, 2012
Alternate Start/End Dates	April & November every year
Can I commute?	Yes
Is it a Certificate, Diploma, Degree Program?	Certificate
Is there a Dress Code?	No
Class Hours / Vacation	Mon – Fri 9:00AM to 4:00PM
No. of Students per Class	20
Tuition Fee	\$5,830
Any Additional Costs (books, equipment)	No
Total Number of Training Hours per week	35
Is School accredited with Private Career Training Institutions Agency (Provide #)	No
Is there a Practicum?	Yes
How Long?	8 weeks
Is the practicum mandatory for graduation?	Yes
Is the School responsible to arrange the Practicum?	No
Is there any requirement for the practicum	Completion of course work
How many people graduated from this program last year?	40
Are the classes lead by instructors or self-paced?	Instructor led
Do you offer upgrading? At what cost?	Part time studies – approx \$500 a course
Do you offer refresher courses? At what cost?	No
Do you teach with a modular system? (One subject at a time or Multiple Subject System	Modular
Attendance policies	Strictly enforced
Refund Policies	No refund after 2 <sup>nd</sup> day