

Information Evening

Thursday, April 26, 2018

6:30 pm

St. Peter the Apostle
Catholic High School
10 Harvest Ridge Dr.
Spruce Grove AB

"If you don't go after what you want, you'll never have it. If you don't ask, the answer is always no. If you don't step forward, you're always in the same place."

Nora Roberts

For more information



ADPDualCredit

@ADPDualCredit



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@ADPDualCredit



Any questions, please contact Ray Côté



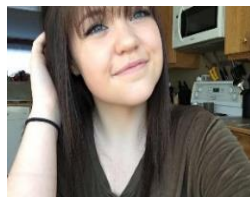
rcote@ecsr.ca



780-960-0475

Student Comments on the Program

"I have an amazing job because of the ADP program, not many people my age can say that they know how to do basic accounting, manage office software, and prepared me to be in a professional setting...."
Breann W. Student 2016-2017



"...The courses are so versatile and apply to every job you could imagine. The skills I learnt allowed me to work my way up as receptionist, to a sales person working alongside interior designers in only six months. I could not be happier with the decision I made to better my future."
Abbey D. Student 2016-2017

"Having the opportunity to be a part of the dual credit administrative professional program, has greatly influenced my life and given me countless opportunities..."
Kayla H. Student 2015-2016



"NorQuest's Administrative Professional Certificate Program served as a second chance for me. It was an opportunity for me to turn a new leaf and pursue excellence..."
Anthony T. Student 2015-2016

ADMINISTRATIVE PROFESSIONAL DUAL CREDIT CERTIFICATE PROGRAM



Tuition Free!

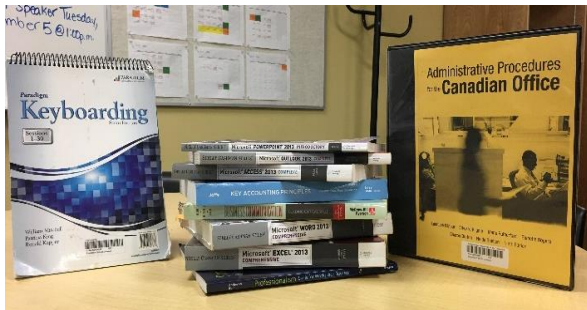


**St. Teresa Catholic
Outreach School**

2, 420 King St
Spruce Grove, AB T7X 2C6
(780) 960-0475
www.stcos.ca

Admission Requirements

- 50% in English Language Arts 30-1 or 65% in English Language Arts 30-2 *
- 50% in Mathematics 10C or 50% in Mathematics 20-3 *
- Current and after-grad students who are less than 20 years old on Sept 1, 2018
- English proficiency
- *If required, students may enroll in these courses while doing the ADP program but must pass them in order to receive a NorQuest Program Certificate.*



What will you learn?

- Microsoft Office Suite
- Introductory Accounting
- Business Communication
- Information Management
- Event Management
- Office Technology
- Data Bases and Presentation
- 160-hour practicum



Interested? Next steps...

- Discuss with your parents
- Come with your parent(s) to the information session on April 26th at St. Peter the Apostle School at 6:30 pm
- Complete and return the application form.
- Applications are only considered complete once students have paid the \$450 refundable performance deposit.*

*Deposit is refundable only upon successful completion of the program and return of all materials. Drops, fails, and withdrawals forfeit the deposit. *



Dual credit means that high school students participate in apprenticeship training or post-secondary, college or university courses earning both high school and postsecondary credits for the same course.

Application

Registration deadline: May 31, 2018

St. Teresa Catholic Outreach
2, 420 King St.
Spruce Grove

ADP

Student Contact Information

Student name:

Current grade and school:

Student personal email:

Student cell phone number:

Parent/ Guardian name(s):

Parent/ Guardian phone(s):

Parent/ Guardian signature(s):

Other Info or comment: