

Application



Registration deadline: June 15

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

Student Contact Information

ADP

Student name:

Current grade and school :

Student personal email:

Student cell phone no.:

Parent/Guardian name(s):

Parent/Guardian phone(s):

Parent/Guardian signature(s):

Other Info or comment:

Administrative Professional Program Overview

Students attend classes Monday–Thursday and occasional Friday afternoons for both semesters at St. Peter the Apostle Catholic School in Spruce Grove. Perfect attendance is expected.

Students must provide their own transportation to and from classes. Classes are taught by a NorQuest instructor and supervised by a certificated ECSRD teacher. There will be a 160-hour practicum in July 2019 for which students **MUST** be available. The practicum placement will take place locally unless students have a sponsoring site.

***“Take Advantage of a
Tuition- Free Education!
Start your Career here!”***

Students earn high school credits and a NorQuest College Administrative Professional program certificate at the same time with **NO COLLEGE FEES!**

Upon successful completion of the program, graduates of the Administrative Professional certificate program find employment in the public and private sector, in small business, government, banking, insurance, not-for-profit organizations and the retail, hospitality, oil-field, and construction industries.



**ADMINISTRATIVE
PROFESSIONAL
2018 PROGRAM**

**A TUITION-FREE
DUAL - CREDIT PROGRAM**



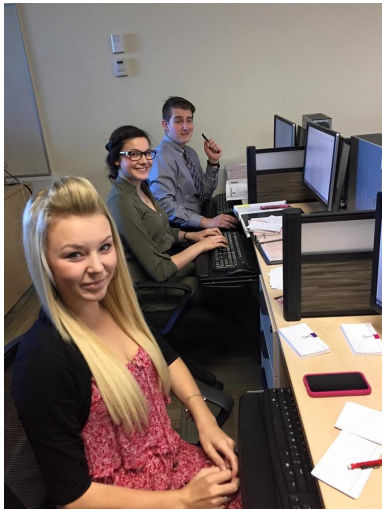
**St. Teresa Catholic
Outreach School**
Spruce Grove, AB
(780) 960-0475
www.stcos.ca

and **YOU**
— a winning combination!

Information Evening

Thursday, April 26, 2018

7:00 pm



St. Peter the Apostle

**Catholic High School
10 Harvest Ridge Dr.
Spruce Grove**

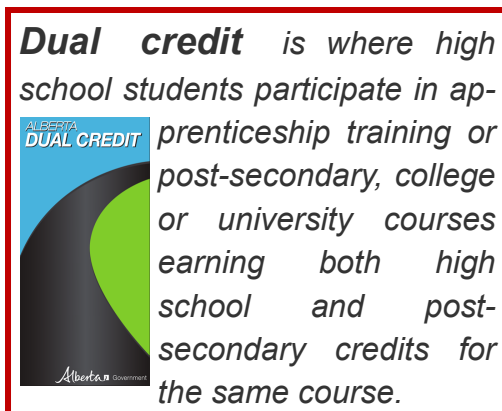
This session is open to all parents and eligible students in Spruce Grove, Stony Plain, and Parkland County

For more information, please contact Ray Côté at 780-960-0475 or email rcote@ecsrd.ca

Interested? Next steps ...

- ⇒ Discuss with your school counsellor
- ⇒ Discuss with your parents
- ⇒ Come and bring parent(s) to the information session on April 26th at St. Peter the Apostle School at 7:00 pm
- ⇒ Complete and return the signed application on the back no later than June 15, 2018.
- ⇒ Complete a prescreen (resume review and an interview)
- ⇒ Receive conditional acceptance from Evergreen by June 18, 2018
- ⇒ Complete NorQuest application
- ⇒ Pay \$450 refundable* deposit to Evergreen by June 18, 2018

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



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 20-2 *
- ◆ Current and after-grad students who are less than 20 years old on Sept 1, 2018
- ◆ English proficiency
* Students may enroll in the required courses as co-requisites.

What will you learn?

- Microsoft Word Microsoft Outlook
- Microsoft Excel Keyboarding
- Accounting Event Management
- Business Office Procedures
- Business Communications
- Professional Relations
- A 160-hour practicum in July

Where will you go?

Graduates may find careers in many areas: data analysis, event planning, office coordination, communications, corporate executive assistant, bookkeeper, billing and invoice clerk, and customer service associate.