

# Land Administration Certificate

Certificate



*Do what you love... Love what you do... Do what you love... Love what you do... Do what you love... Love what you do... Do what you love...*

## LIFE IN THE FAST LANE

If you prefer working in a fast paced office setting with a company in the energy, utilities, environmental or transportation sectors and are interested in the organization and administration of land acquisition and record keeping, then the eight month Land Administration certificate is for you. You will work closely with land agents, land managers, land owners, and may travel occasionally in your capacity as liaison between government agencies, corporate offices, oil and gas companies and private land owners. Industry demand for highly qualified and motivated land administrators is extremely positive.

## Program Description

The Land Administration Certificate program is **offered on-campus and online**. Both delivery methods follow the standard academic year, running from September until April. **ONLINE** students may choose to take courses on either a full-time or a part-time basis.

In conjunction with the land administration industry, Olds College offers this eight-month certificate in Land Administration. The program directly reflects the needs of the energy, utility, environment and transportation sectors for entry-level paraprofessionals trained in the essential areas of surface land administration throughout the province of Alberta. It primarily deals with the training required for employment in a land department office environment. As a Land Administrator you will be trained in communications, surface rights, land administration procedures, computer technology, law

and documentation. Professional Land Administrators are required to organize and maintain land acquisition and related land records. Land Administrators coordinate and act as a liaison between corporate, inter-office, land owners and government departments.

Students entering the fast-paced environment of Land Administration will be interested in communications, surface and mineral land holdings, administration, and government legislation procedures primarily within an office environment. Students graduating from Office Administration programs seeking further training would be encouraged to pursue these well paid careers in land administration.

## What people say about us...

*"I chose the Land Administration program at Olds College because of its excellent reputation in the oil and gas industry. The curriculum is current, interesting and challenging. Besides being helpful during class time, the instructors are excellent for introducing students into the industry, helping them to form relationships with prospective employers right from the beginning."*

Deana Murphy



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## Admission Requirements

### Applicants must have:

High School Diploma or its equivalent

a) 50% or better in English Language Arts 30-1 or 30-2

b) 50% or better in Pure or Applied Math 20

OR

### Alternate Admissions Status:

Alternate Admission Status applies if you do not meet the Alberta high school requirements of the program to which you are applying, or if you received your high school education through home based learning. Alternate Admission Status students may be required to meet specific program admission requirements.

To apply under this status, you must submit a transcript(s) showing any completed high school and post-secondary courses, a statement in support of your application outlining aspects of your background and experience that might have prepared you for the program. Documents such as a resume, letters of reference from previous educators or employers, and/or a portfolio of related academic/project work must be included with your application.

## Program Delivery Options

**On-campus:** Students study on campus in September and complete their eight month program at the end of April.

**On-Line:** Students complete on-line coursework from September to April. Five courses are scheduled each semester. Assignments and course work are completed through an on-line learning module and follow scheduled program of assignments and due dates. Students may choose to take courses as either a full-time or part-time student, but should note that courses are only offered in the time frames mentioned above. Students completing courses on a part-time basis, need to ensure that they have completed any prerequisite courses prior to registering.

**ON-LINE LEARNERS: Admission to the program two weeks prior to classes beginning will be on a case by case basis.**

## Land Administration Certificate

### COURSES

- Surface Land Terminology
- Land Documentation
- Computer Applications
- Communication & Career Preparation
- Petroleum Industry Fundamentals
- Stakeholder Consultation
- Surface Rights Law
- Regulations

For a full listing of program courses visit [www.oldscollege.ca/programs](http://www.oldscollege.ca/programs)

## Career Opportunities

Some of the employment opportunities available to the graduates of the Land Administration Certificate include:

- Land and Records Administrator ➤
- Surface Land Coordinator ➤
- Project Analyst ➤
- Community Relations Representative ➤
- Lease Records Analyst ➤
- Renewable Energy Administrator ➤
- Surface Land Administrator ➤

*Olds College leads real-life, hands-on education in Canada. We help you explore your passion.*



Business  
Fashion  
Horticulture  
Animal Sciences  
Land & Environment  
Trades & Technology  
Agriculture



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Join us for campus visit days: [www.oldscollege.ca/visit](http://www.oldscollege.ca/visit) Give us a call: 403-507-7715 or 1-800-661-6537 Make an appointment for a campus tour  
Email us: [info@oldscollege.ca](mailto:info@oldscollege.ca) Visit our website: [www.oldscollege.ca](http://www.oldscollege.ca) Write us: Student Recruitment, Olds College, 4500 - 50th Street, Olds, Alberta, Canada T4H1R6