

OFFICE ADMINISTRATION - GENERAL

Program Outline

Major:	OFAG
Length:	1 Year
Delivery:	2 Semesters
Credential:	Ontario College Certificate
Effective:	2013-2014
Location:	Barrie, Muskoka, Owen Sound, South Georgian Bay
Start:	Fall (Barrie, Owen Sound), Winter (Barrie, Muskoka, South Georgian Bay)

Description

This program prepares graduates to assist in a wide variety of office settings. The workplace role of the Office Administration graduate is to support the management of an organization by carrying out three key and interdependent functions: organizing, processing information, and communicating. Office Administration - General studies may also form the foundation for enhanced and specialized learning leading to an Office Administration - Legal, Medical, or Executive Diploma.

Initially, students enroll in a common first semester. In second semester, they have course selection options to complement the prescribed general curriculum; further their interests, skills, and career goals; and provide options if they are interested in pursuing year 2 of the Office Administration - Legal, Medical, or Executive Diploma Programs.

Career Opportunities

Graduates of this program are employed in a variety of entry-level administrative assistant and clerical positions in manufacturing, transportation, telecommunications, entertainment, government, education, banking and numerous professional services.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

- apply time management and organizational skills to facilitate the completion of tasks and meet deadlines in the workplace;
- assess, establish, organize, process, maintain and respond to electronic and paper communications/records to facilitate the flow of information;
- apply a variety of mathematical and estimating techniques accurately for general business documentation;
- use appropriate document formats and procedures to record financial information for the workplace within a specified time frame;
- use effective communication, problem-solving and interpersonal skills to assist with the completion of individual and team tasks and promote the image of the organization;
- communicate clearly, concisely, and correctly in the form that fulfils the purpose and meets the needs of audiences;
- use critical thinking and problem-solving skills in a multi-tasking environment;
- participate in society as an informed and understanding citizen pursuing an enriched personal life and professional growth through self-directed career planning and life-long learning;
- be aware of cultural and ethical issues that may arise in any business environment;
- understand fully the concepts of commonly used business computer applications such as word processing, desktop publishing/graphics, spreadsheets, databases, presentations, groupware, E-mail, and Internet;
- use business vocabulary and apply transcription, and language skills to produce accurate business correspondence by a specified deadline, using computer technology;
- research, develop, and present reports substantiating the selection of resources or services for the workplace using written and oral presentation techniques and appropriate technology;
- troubleshoot, diagnose and solve basic hardware/software problems;
- employ environmentally sustainable practices within the profession.

The Program Progression:

Fall Intake - Barrie, Owen Sound

Sem 1 | Sem 2

Fall | Winter
2013 | 2014

Winter Intake - Barrie, Muskoka, South Georgian Bay

Sem 1 | Sem 2

Admission Requirements:

You must meet ONE of the following requirements to be eligible for admission to these programs:

Secondary school applicants:

- OSS curriculum: OSSD or equivalent, with Grade 12 English (C) or (U) (ENG4C, ENG4U)
- Also recommended: Grade 12 College Mathematics (MAP4C or MCT4C), or any Grade 12 University Mathematics.

Non-Secondary school applicants (19 years or older):

- Any credit Communication course taken at Georgian College
- College preparatory programs including those taken at Georgian College: Business Foundations and General Arts and Science*
- Equivalent courses in English taken through secondary school or Independent Learning Centres (at the general, advanced, college or university level)
- Academic and Career Entrance Certificate (ACE) program with communications
- Mature student testing in English that meets the minimum standards for admission (available through most testing services)*
- Ontario High School Equivalency Certificate (GED)
- English, Literature or Communication credit courses from accredited colleges/universities

Home school applicants:

- Applicants can write the mature student testing in English that meets the minimum standards for admission (available through testing services)*

* available from Georgian College. For a complete listing please contact the Office of the Registrar.

Non-secondary school applicants who are 19 years of age or over by the first day of classes, and who lack the academic entrance qualifications, may be considered for entrance to an appropriate post-secondary diploma or certificate program as mature applicants. Mature applicants must meet all program specific prerequisites including all selection criteria; equivalencies are stated above. Applicants who are unsure whether they meet admission requirements should contact the Office of the Registrar. In addition, those applying as mature students and having no documentation of Grade 12 education must supply, if required, proof of age, such as a copy of an official birth certificate or driver's licence. Refer to Section 2.5 and 2.6 of the Academic Calendar for further details.

Credit transfer and course exemptions:

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may be eligible for credit transfer/course exemptions. Courses/experience must match at least 80% of the learning outcomes of a Georgian College course with a minimum grade of 60% or C achieved in previous coursework; some program exceptions apply (see program outline). For further information please visit the Credit Transfer Centre website: georgiancollege.ca/admissions/credit-transfer/

Graduation Requirements:

- 8 Mandatory Courses
- 2 Communications Courses
- 1 Optional Course
- 1 General Education Course

Graduation Eligibility:

To graduate from this program, the passing weighted average for promotion through each semester, and to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester unless otherwise stated on the course outline.

Mandatory Courses

- COMP1012 Computer Business Documentation
- COMP1013 Advanced Computer Business Documentation
- COMP1048 Introduction to Keyboarding
- MATH1004 Mathematics for the Office Professional
- OFAD1001 Office Procedures and Strategies
- OFAD1003 Multi-Media Language Processing
- OFAD1007 Spreadsheet and Presentation Applications
- OFAD1008 Word Processing and Database Applications

Communications Courses

To be selected at time of registration from the College list, as determined by testing.

Optional Course

- BUSI1011 Professional Business Practices

HURM1000 Human Resources Management Foundations
HURM1001 Occupational Health and Safety
OFAD1004 Introduction to Legal Office Administration
OFAD1006 Introduction to Medical Office Administration
OFAD2014 Bookkeeping for the Office Professional
OFAD2015 Administrative Support and Records Management

General Education Course
To be selected from College list

Course Descriptions:

ACCT1004 Introduction To Accounting 42.0 Hours

This course covers basic accounting techniques, financial statements used in a business, and accounting for service and merchandising operations.

COMP1012 Computer Business Documentation 42.0 Hours

This course is designed to develop skills in word processing and document design and formatting. Emphasis is placed on accuracy and efficiency. Keyboarding skill using the correct touch technique is highly recommended.

COMP1013 Advanced Computer Business Documentation 42.0 Hours

This course provides further development of touch keyboarding techniques as well as advanced skills in business formatting and documentation. Emphasis is placed on the efficient production of business applications, using advanced features of current word processing software. The minimum keyboarding speed in this course is 45 net words per minute.

P- COMP1012 Computer Business Documentation and P- COMP1048 Introduction to Keyboarding

COMP1048 Introduction to Keyboarding 42.0 Hours

This course is designed to build proficient keyboarding skills, including using correct touch technique. Emphasis is placed on accuracy and efficiency.

MATH1004 Mathematics for the Office Professional 42.0 Hours

This course introduces students to the mathematical concepts and formulas commonly used by office administrators in a business environment.

OFAD1001 Office Procedures and Strategies 42.0 Hours

This course introduces current office procedures necessary to perform administrative support functions as well as an opportunity to develop learning strategies that will prepare the student to confront academic, personal, and career challenges. A

combination of practical tasks and processes provides a solid foundation for those entering administrative careers.

OFAD1003 Multi-Media Language Processing 42.0 Hours

This course provides the development of skills needed to transcribe a variety of dictated material to mailable office standards using digital transcribers, CD ROMs and current word processing software. Business vocabulary from a variety of employment areas is introduced. Grammar rules, spelling, keyboarding, and language skills are integral components of this course.

P- COMP1048 Introduction to Keyboarding

OFAD1004 Introduction to Legal Office Administration 42.0 Hours

This course introduces the student to basic routines, procedures, documentation, law and terminology common to the legal field. Generic and process skills are developed within a situational learning environment. An overview of the various areas of the law is presented with emphasis on material common to all areas. Current social/legal issues are examined and discussed both individually and within groups.

OFAD1005 Administrative Office Management 42.0 Hours

This course explores the professional growth of the administrative assistant by introducing the student to office management functions and principles. Emphasis is placed on the need to manage offices in a professional and efficient manner. Resource and research skills, time and task management skills, and problem-solving and decision-making skills are utilized to prepare case studies, reports, and presentations.

OFAD1006 Introduction to Medical Office Administration 42.0 Hours

This introductory course consists of learning medical terminology necessary to equip the student with the required vocabulary to prepare a variety of dictated medical correspondence to mailable standards. Ethical and cultural issues relating to the medical environment are discussed and students do literary and internet research to prepare presentations related to cultural issues.

OFAD1007 Spreadsheet and Presentation Applications 42.0 Hours

This course provides the development of spreadsheet and presentation design skills. Students will learn how to organize, calculate, manipulate and use graph data. A variety of financial functions and formula entries will be explored including IF analysis. Learners will work with multiple worksheets and workbooks. Students will use presentation software to prepare professional looking presentations.

OFAD1008 Word Processing and Database Applications 42.0 Hours

This course is designed for the development of word processing and database skills. Students will use word processing software to create, enhance, and format documents. Using database software students will plan, create, update and maintain database structures.

OFAD2015 Administrative Support and Records Management 42.0 Hours

This course provides the further development of progressive business practices necessary for entry into today's workplace. Emphasis is placed on business travel; international customs; meetings and conferences; reference resources; office communication; and records management, both paper based and electronic. Students will develop team-building skills, exercise critical-thinking and problem-solving skills, and participate in constructive classroom interaction.

Course Description Legend

P = Prerequisite; C = Concurrent prerequisite; CO= Corequisite

Information contained in College documents respecting programs is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs. The college reserves the right to add or delete programs, options, courses, timetables or campus locations subject to sufficient enrolment, and the availability of courses.