# OFFICE ADMINISTRATION - GENERAL

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## Program Outline

**Major:**        OFAG
**Length:**        1 Year
**Delivery**:        2 Semesters
**Credential:**        Ontario College Certificate
**Effective:**        2015-2016
**Location:**        Barrie, Muskoka, Orangeville, Owen Sound, South Georgian Bay
**Start:**        Fall (Barrie, Owen Sound), Winter (Barrie, Muskoka, Orangeville, South Georgian Bay)

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## 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 - Medical or Office Administration - 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 - Medical or Office Administration - Executive diploma.

## 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:**

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Fall Intake - Barrie, Owen Sound

Sem 1 | Sem 2
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Fall  | Winter
2015  | 2016

Winter Intake - Barrie, Muskoka, Orangeville, South Georgian Bay

Semester 1 | Semester 2
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Winter     | Summer
2016       | 2016
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**Admission Requirements:**
OSSD or equivalent with
- Grade 12 English (C or U)

Mature students, non-secondary school applicants (19 years or older), and home school applicants may also be considered for admission.  Eligibility may be met by applicants who have taken equivalent courses, upgrading, completed their GED, and equivalency testing. For complete details refer to: www.georgiancollege.ca/admissions/policies-procedures/

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may also be considered for admission; refer to the Credit Transfer Centre website for details: www.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
To be selected from College list


General Education Course
To be selected from College list


**Course Descriptions:**
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. It is recommended students have a good knowledge of spreadsheet software.


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

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.

**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.*