OFFICE ADMINISTRATION - EXECUTIVE

Program Outline

Major: OFAE
Length: 2 Years
Delivery: 4 Semesters
Credential: Ontario College Diploma
Effective: 2017-2018
Location: Barrie, Owen Sound
Start: Fall (Barrie, Owen Sound), Winter (Barrie)

Description

In this program, students focus on business documentation, computer applications, meeting and event coordination, project and financial management as well as social media concepts. Students participate in simulations dealing with realistic problems and solutions while developing teambuilding and leadership, critical-thinking, problem-solving, and decision-making skills.

Students in all Office Administration streams enroll in a common first semester. As they gain experience and background, they have course selection options to complement prescribed office administration curriculum and further their interests, skills, and career goals.

Career Opportunities

Graduates of this program are well qualified for a variety of challenging careers and may gain employment in government, education, corporations (all-sizes), entertainment, telecommunications, manufacturing, banking, and numerous professional services. Graduates may hold positions as administrative, executive or research assistants, customer service representatives, information processing specialists, and software applications specialists, with career paths leading to supervisory or office management roles.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

- conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics;
- manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities;
- coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information;
- operate and provide support related to the use, maintenance and procurement of office equipment and technologies;
- evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records;
- produce financial documents and reports by identifying and compiling relevant information and using accounting software;
- prepare and produce a variety of business documents using available technologies and applying industry standards;
- use interpersonal, leadership and client service skills to respond to diversity and to support the vision and mission of the organization;
- research, analyze and summarize information on resources and services and prepare summary reports with recommendation;
- select and use information technologies to support communication with internal and external stakeholders and to promote the organization;
- organize and coordinate meetings, conferences, special events and make travel arrangements, including the preparation of related documentation;
- support the implementation of projects by applying basic principles of project management;
- apply basic entrepreneurial strategies, employing critical thinking and ethics within the Office Administration field;
- employ environmentally sustainable practices within the industry.

The Program Progression:

```
Fall Intake – Barrie, Owen Sound

Sem 1 | Sem 2  | Sem 3 | Sem 4
------------------------------
Fall  | Winter | Fall  | Winter
2017  | 2018   | 2018  | 2019

Winter Intake – Barrie

Sem 1  | Sem 2  | Sem 3 | Sem 4
------------------------------
```

```
Winter | Summer | Fall  | Winter
2018   | 2018   | 2018  | 2019
```

Articulation:
A number of articulation agreements have been negotiated with universities and other institutions across Canada, North America and internationally. These agreements are assessed, revised and updated on a regular basis. Please contact the program co-ordinator for specific details if you are interested in pursuing such an option. Additional information can be found on our website at
http://www.georgiancollege.ca/admissions/credit-transfer/

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:
17 Mandatory Courses
2   Communications Courses
2   Optional Courses
3   General Education Courses

Graduation Eligibility:
To graduate from this program, the passing weighted average for promotion through each semester, from year to year, 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   Introduction to Business Documentation
COMP1013   Advanced Business Documentation
COMP1048   Introduction to Keyboarding
COMP2026   Integrated Office Simulations
COMP2027   Computerized Administrative Simulations
COMP2100   Social Media and Web Management
MATH1034   Office Mathematics Applications
OFAD1001   Office Procedures and Strategies
OFAD1003   Multi-Media Language Processing
OFAD1007   Computer Applications 1 for the Office
OFAD1020   Computer Applications 2 for the Office
OFAD2014   Bookkeeping for the Office Professional
OFAD2015   Administrative Support and Records Management
OFAD2018   Project Management for the Office Professional
OFAD2019   Executive Office Procedures
OFAD2020   Executive Office Management
OFAD2021   Financial Management for the Executive Assistant

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

Optional Courses
To be selected from College list

General Education Courses
To be selected from College list

Course Descriptions:

COMP1012 Introduction to Business Documentation   42.0 Hours
Students develop introductory 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 Business Documentation   42.0 Hours
Students further their 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 Introduction to Business Documentation and P- COMP1048 Introduction to Keyboarding

COMP1048 Introduction to Keyboarding   42.0 Hours
Students build proficient keyboarding skills, including using correct touch technique. Emphasis is placed on accuracy and efficiency.

COMP2026 Integrated Office Simulations   42.0 Hours
Students are provided the opportunity to work in a team and independently in order to organize and produce multi-task projects. Emphasis will be placed on self-directed research to assess the most appropriate software and software functions in order to complete a job. The minimum keyboarding speed for this course is 50 net words per minute.
P- COMP1013 Advanced Business Documentation

COMP2027 Computerized Administrative Simulations   42.0 Hours
Students are provided with integrated administrative simulations designed to build skills in the areas of information management, computer software, problem solving, decision making, communications, and teamwork. Simulation projects are based on actual office situations that utilize the skills necessary to perform in today's workplace. The minimum keyboarding speed in this course is 60 net words per minute.
P- COMP2026 Integrated Office Simulations

COMP2100 Social Media and Web Management   42.0 Hours
Students are provided an overview of social media in order to understand its use in building business relations. Students are exposed to social media concepts including theory, design, monitoring and evaluation. Fundamental principles of web design management as well as the impact of Web 2.0 will be explored.

MATH1034 Office Mathematics Applications   42.0 Hours
Students are introduced to the mathematical concepts and formulas commonly used by office administrators in a business environment. They learn commercial math, computing percentages for payroll and taxes, currency conversion, and simple and compounding interest with annuities for investments and debt. Students apply their knowledge of spreadsheet software with these mathematical concepts.
P- OFAD1007 Computer Applications 1 for the Office

OFAD1001 Office Procedures and Strategies   42.0 Hours
Students are introduced to 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
Students develop 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 Computer Applications 1 for the Office   42.0 Hours
Students gain introductory development of spreadsheet and presentation design skills, by learning how to organize, calculate, manipulate and use graph data. A variety of financial functions and formula entries are explored. Students work with multiple worksheets and workbooks as well as use presentation software to prepare professional-looking presentations.

OFAD1020 Computer Applications 2 for the Office   42.0 Hours
Students take their introductory skills and further their development by learning the advanced use of spreadsheet with introductory concepts of database design and development. Students use spreadsheet and database software to create, enhance, and format documents.
P- OFAD1007 Computer Applications 1 for the Office

OFAD2014 Bookkeeping for the Office Professional   42.0 Hours
Students are provided with knowledge of basic accounting practices in accordance with Generally Accepted Accounting Principles (GAAP). Students are taught the steps of the accounting cycle leading to the preparation of financial statements within a service business context. Included are topics such as preparing journal entries, posting to the ledger, the trial balance, payroll, bank reconciliations and HST remittance.

OFAD2015 Administrative Support and Records Management   42.0 Hours
Students are provided 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 develop team-building skills, exercise critical-thinking and problem-solving skills, and participate in constructive classroom interaction.

OFAD2018 Project Management for the Office Professional   42.0 Hours
Students are introduced to project management. Emphasis is placed on understanding the four phases of project management which include plan, manage, track and evaluate projects from an administrative professional's point of view.

OFAD2019 Executive Office Procedures   42.0 Hours
Students further expand their knowledge of office procedures. Topics include coordinating meetings and conferences, differentiate between formal and informal meetings, determine appropriate hardware/software requirements for audio-video teleconferencing, record and process minutes of meetings, practice rules of order and follow-up procedures after meetings, coordination of schedules and demands of multiple supervisors. Principles of environmental sustainability are explored.
P- OFAD1001 Office Procedures and Strategies

OFAD2020 Executive Office Management   42.0 Hours
Students focus on developing supervisory, leadership, and training skills. Students are enabled to analyze business problems and apply solutions using appropriate technology and strategies. Principles of environmental sustainability are explored. The students' research skills are further strengthened by applying effective and efficient searches. Eligible students are offered the opportunity for office experience within the community and the College.

OFAD2021 Financial Management for the Executive Assistant   42.0 Hours
Students expand knowledge acquired in bookkeeping in order to understand the accounting process from an administrative professional's perspective. Emphasis is placed on the conversion of a manual accounting system to computerized accounting systems. Students gain further experience in managing business revenues and expenses as well as strengthening budgeting, planning, and development skills.
P- OFAD2014 Bookkeeping for the Office Professional or P- ACCT1000 Financial Accounting Principles 1

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.