OFFICE ADMINISTRATION - GENERAL

Program Outline

Major: OFAG
Length: 1 Year
Delivery: 2 Semesters
Credential: Ontario College Certificate
Effective: 2017-2018
Location: Barrie, Muskoka, Orangeville, Owen Sound, South Georgian Bay
Start: Fall (Barrie, Muskoka, Orangeville, Owen Sound, South Georgian Bay),
Winter (Barrie, Muskoka, Orangeville, South Georgian Bay)

Description
Students are prepared to assist in a wide variety of entry-level office settings by gaining skills and knowledge to support the management of an organization. By learning three key and interdependent functions: organization, processing information, and communication, students achieve a solid foundation to allow for further educational growth. Students may elect to transition for an additional year into enhanced and specialized learning leading to an Office Administration–Health Services or Office Administration-Executive diploma.

Initially, students in all Office Administration streams enroll in a common first semester. In their second semester, they have course selection options to complement the prescribed general curriculum. Students' interests, skills, and career goals may lead to year 2 of the Office Administration – Health Services or Office Administration-Executive diploma.

Career Opportunities
Graduates of this program may be 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:

- conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics;
- schedule and coordinate tasks, within specific deadlines and according to set priorities;
- receive, process and distribute communications in the workplace to assist the flow of information;
- operate and provide support related to the use of office equipment and technologies;
- locate, file and retrieve documents and records from a variety of electronic and paper sources to support daily office operations;
- record basic financial information using established document formats, procedures and accounting software;
- produce routine business documents using available technologies and established standards and formats;
- use interpersonal and client service skills to respond to diversity and to support the vision and mission of the organization;
- compile resources as well as services to prepare summary reports;
- select and use information technologies to support communication with internal and external stakeholders;
- assist in the organization and coordination of meetings and travel arrangements;
- 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, Muskoka, Orangeville, Owen Sound, South Georgian Bay

Sem 1	Sem 2
Fall	Winter
2017	2018

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

Semester 1	Semester 2
Winter	Summer
2018	2018

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   Introduction to Business Documentation
COMP1013   Advanced Business Documentation
COMP1048   Introduction to Keyboarding
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

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 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.

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

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.