OFFICE ADMINISTRATION - EXECUTIVE

Program: OFAE
Credential: Ontario College Diploma
Delivery: Full-time
Length: 4 Semesters
Duration: 2 Years
Effective: Fall 2018, Winter 2019
Location: Barrie (Fall, Winter), Owen Sound (Fall)

Description

Students focus their learning on acquiring knowledge and skills in administrative-based courses by the use of diverse technology to be able to effectively perform in an executive environment. Students have the opportunity to develop supervisory, leadership, and training 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:

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

The Program Progression

Fall Intake - Barrie, Owen Sound

- **Sem 1:** Fall 2018
- **Sem 2:** Winter 2019
- **Sem 3:** Fall 2019
- **Sem 4:** Winter 2020

Winter Intake - Barrie

- **Sem 1:** Winter 2019
- **Sem 2:** Summer 2019
- **Sem 3:** Fall 2019
- **Sem 4:** Winter 2020

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/ (http://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/ (http://www.georgiancollege.ca/admissions/credit-transfer)

Graduation Requirements

17 Program Courses
2 Communications Courses

2 Program Option 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.

Program Tracking

Semester 1		Hours
Program Courses		
COMP 1012	Introduction to Business Documentation	42
COMP 1048	Introduction to Keyboarding	42
OFAD 1001	Office Procedures and Strategies	42
OFAD 1007	Computer Applications 1 for the Office	42
Communications Course		
Select 1 course from the communications list during registration.		42
General Education Course		
Select 1 course from the general education list during registration.		42
	Hours	252
Semester 2		
Program Courses		
COMP 1013	Advanced Business Documentation	42
MATH 1034	Office Math Applications	42
OFAD 1003	Multi-Media Language Processing	42
OFAD 1020	Computer Applications 2 for the Office	42
Communications Course		
Select 1 course from the communications list during registration.		42
Program Option Course		
Select 1 course from the available list during registration.		42
	Hours	252
Semester 3		
Program Courses		
COMP 2026	Integrated Office Simulations	42
COMP 2100	Social Media and Web Management	42
OFAD 2014	Bookkeeping for the Office Professional	42
OFAD 2018	Project Management for the Office Professional	42
OFAD 2019	Executive Office Procedures	42
General Education Course		
Select 1 course from the general education list during registration.		42
	Hours	252
Semester 4		
Program Courses		
COMP 2027	Computerized Administrative Simulations	42
OFAD 2015	Administrative Support and Records Management	42
OFAD 2020	Executive Office Management	42
OFAD 2021	Financial Management for the Executive Assistant	42
General Education Course		
Select 1 course from the general education list during registration.		42
Program Option Course		
Select 1 course from the available list during registration.		42
	Hours	252
	Total Hours	1008

Code	Title
Program options may include:	
ACCT 1003	Finance and Management Accounting
ADVE 1000	Foundations of Advertising
ADVE 2004	Public Relations
BUSI 1000	New Business Development
BUSI 1001	Introduction to Organizational Behaviour
BUSI 1002	Consumer Behaviour
BUSI 1011	Professional Business Practices
BUSI 2024	International Experience
COMP 1002	HTML, CSS, and JS Fundamentals
COMP 2003	Relational Database
COMP 2093	Macintosh and Design Basics
ECON 1000	Microeconomics
ECON 2000	Macroeconomics
ENTR 1000	Social Entrepreneurship
ENTR 1001	Student Teams for Entrepreneurship Projects
ENTR 1002	Introduction to Entrepreneurship
ENTR 2009	Entrepreneurship and Small Business
HURM 1000	Human Resources Management Foundations
HURM 1001	Occupational Health and Safety
HURM 1002	Labour Relations
HURM 1003	Labour Economics
HURM 1004	Compensation
HURM 1005	Human Resources Planning
HURM 1007	Recruitment and Selection
LAWS 2000	Business Law
MGMT 1000	Retail Management
MGMT 2000	Production and Operations Management
MGMT 2001	Principles of Management
MKTG 1000	Introduction to Marketing
MKTG 2004	Introduction to Logistics
MKTG 2033	Professional Edge
OFAD 1004	Introduction to Legal Office Administration
OFAD 1006	Introduction to Medical Terminology
STAT 2000	Statistics 1
STAT 2001	Statistics 2

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.