OFFICE ADMINISTRATION - EXECUTIVE

Program Outline

Major: OFAE
Length: 2 Years
Delivery: 4 Semesters
Credential: Ontario College Diploma
Effective: 2013-2014
Location: Barrie, Owen Sound
Start: Fall (Barrie, Owen Sound), Winter (Barrie)

Description

This program prepares graduates with the knowledge and skills required for a wide variety of challenging careers in today's business environment. Rapidly changing technology has created a need for graduates with expertise in office management.

Initially, students 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.

Industry trends and requirements are continually monitored to ensure curriculum remains current and relevant.

Students in the Office Administration - Executive Program are offered the opportunity for office experience within the community and the College.

Career Opportunities

Graduates of this program will be well qualified for a variety of challenging careers in manufacturing, transportation, telecommunications, entertainment, government, education, 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:

- apply 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;
- produce accurate financial records within a specified time frame, by compiling information and using appropriate software;
- apply basic principles of accounting to business management;
- 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;
- manage projects by locating, analyzing, organizing, and summarizing information using appropriate resources and technology;
- 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;
- troubleshoot, diagnose and solve basic hardware/software problems;
- organize meetings, conferences, special events, and travel including the preparation of related documentation;
- research, develop, and present reports substantiating the selection of resources or services for the workplace using written and oral presentation techniques and appropriate technology;
- employ environmentally sustainable practices within the industry.

The Program Progression:

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Fall Intake - Barrie, Owen Sound

Sem 1 | Sem 2  | Sem 3 | Sem 4
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Fall  | Winter | Fall  | Winter
2013  | 2014   | 2014  | 2015


Winter Intake - Barrie

Sem 1  | Sem 2  | Sem 3 | Sem 4
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Winter | Summer | Fall  | Winter
2014   | 2014   | 2014  | 2015
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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.georgianc.on.ca/academics/articulations/

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) (ENG 4C, ENG 4U)
Also recommended: any Grade 12 College Mathematics (MAP 4C or MCT 4C), 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*
- 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:
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.

Mandatory Courses
COMP1012   Computer Business Documentation
COMP1013   Advanced Computer Business Documentation
COMP1048   Introduction to Keyboarding
COMP2026   Integrated Office Simulations
COMP2027   Computerized Administrative Simulations
COMP2100   Social Media and Web Management
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
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   Executive Financial Management

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

Optional Courses
ACCT1003   Finance and Accounting
ADVE1000   Foundations of Advertising
ADVE2004   Public Relations
BUSI1000   New Business Development
BUSI1001   Introduction to Organizational Behaviour
BUSI1002   Consumer Behaviour
BUSI1011   Professional Business Practices
BUSI1012   Introduction to Entrepreneurship
BUSI2000   Entrepreneurship and Small Business
COMP1002   Web and Internet Fundamentals
COMP2003   Relational Database
COMP2093   Macintosh and Design Basics
ECON1000   Microeconomics
ECON2000   Macroeconomics
ENTR1000   Social Entrepreneurship
ENTR1001   Student Teams for Entrepreneurship Projects
HURM1000   Human Resources Management Foundations
HURM1001   Occupational Health and Safety

HURM1002   Labour Relations
HURM1003   Labour Economics
HURM1004   Compensation
HURM1005   Human Resource Planning
HURM1007   Recruitment and Selection
LAWS2000   Business Law
MGMT1000   Retail Management
MGMT2000   Production and Operations Management
MGMT2001   Principles of Management
MKTG1000   Introduction to Marketing
MKTG2004   Introduction to Logistics
STAT2000   Statistics 1
STAT2001   Statistics 2

General Education Courses
To be selected from College list

Course Descriptions:
ACCT1003 Finance and Accounting   42.0 Hours
This course provides the non-financial manager with an understanding of the accounting and finance functions in an organization. The course will focus on how accounting information is used to measure performance, to control, to plan and to make managerial decisions impacting the long- and short-run profitability of the business.

ADVE1000 Foundations of Advertising   42.0 Hours
This course covers a general overview of advertising: its history and role in society, the mechanics of the industry, advertising legislation and issues, advertising-marketing relationships and research.

ADVE2004 Public Relations   42.0 Hours
This course provides you with an overview of the field of public relations. It covers the function of public relations and introduces you to the communications tools and the tasks, roles, and responsibilities of a public relations professional. Finally, it provides you with insight into future trends within the industry.
P- MKTG1000 Introduction to Marketing

BUSI1000 New Business Development   42.0 Hours
New Business Development is a course designed to introduce students to the ideas that they can create a place for themselves in today's economic reality. While examining current trends and issues in today's workplace, the student is challenged to explore their career interests as a starting point for entrepreneurial activities. This course emphasizes the tools to write a successful business plan.

P- MKTG1000 Introduction to Marketing or P- MKTG1004 Marketing Foundations

BUSI1001 Introduction to Organizational Behaviour   42.0 Hours
Organizational Behaviour is an introductory course which teaches social science theory as applied to the business world. It provides rich insights about working people in all kinds of organizations and also suggests how people may be motivated to work together more productively.

BUSI1002 Consumer Behaviour   42.0 Hours
Consumer Behaviour deals with people in the marketplace. This course looks at approaches social scientists have taken when studying the consumer and the application of their findings in a business or organizational context. Topics include areas related to affect, cognition, behaviour and the environment.

BUSI1011 Professional Business Practices   42.0 Hours
You will learn how to prepare and present yourself and your work in a professional manner according to business ethics and protocol(s). In addition you will develop skills to manage office politics, social situations, travel and communications. Finally, you will develop an understanding of appropriate cultural and travel protocols for success in international business situations.

BUSI1012 Introduction to Entrepreneurship   42.0 Hours
This course is designed to help students evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. Students will learn about themselves, their decisions, and their goals to determine how entrepreneurship can play a role in their lives. Students will also be introduced to entrepreneurship from an economic perspective and the concepts of environmentally sustainable practices and social entrepreneurship.

BUSI2000 Entrepreneurship and Small Business   42.0 Hours
This course deals with establishing and operating a small business. Emphasis is placed on using business techniques, acquired in previous courses, to assist in developing a comprehensive understanding of the skills and abilities needed to succeed.

COMP1002 Web and Internet Fundamentals   42.0 Hours
This course covers HTML, client-side scripting and design issues for the World Wide Web. Students will learn how to use HTML source tags, build websites, manage a website's directories, and publish a website. The creation of web pages that conform to web standards and that use cascading style sheets for presentation will be emphasized. Students will work in groups to build mock commercial, institutional, government or educational websites. More advanced topics, such as bandwidth, aesthetics, human-interface and future developments will also be covered.

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.

COMP2003 Relational Database   42.0 Hours
In this course, the student is introduced to the process of creating and managing a relational database using Structured Query Language (SQL) statements. The emphasis of this course is data manipulation and extraction.

COMP2026 Integrated Office Simulations   42.0 Hours
This course provides 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 Computer Business Documentation

COMP2027 Computerized Administrative Simulations   42.0 Hours
This course provides the student 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 or P- CSC2176 Integrated Office Simulations

COMP2093 Macintosh and Design Basics   42.0 Hours
This course introduces the principles of visual design as applied to layout (for print) combined with a basic introduction to the Macintosh platform, its operating system and industry standard graphics software. It will provide the students with an understanding of the elements that make design solutions successful with an interest in integrating components to generate visual communication pieces electronically.

COMP2100 Social Media and Web Management   42.0 Hours
This course provides an overview of social media in order to understand its use in building business relations. Students will be 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.

ECON1000 Microeconomics   42.0 Hours
This course provides an introduction to the principles and methods of economic analysis. The course examines how households and firms make economic decisions. It also analyzes the efficiency of scarce resource allocation under a range of market structures.

ECON2000 Macroeconomics   42.0 Hours
This course is designed to give students an understanding of how the overall economy operates and what economic indicators tell us about its health. The course explores government options for stabilizing the economy, and the impact of international trade. It is highly recommended that students take Microeconomics (ECON 1000 or equivalent) prior to taking this course.

ENTR1000 Social Entrepreneurship   42.0 Hours
Social Entrepreneurship (SE) is about creating and leading organizations that advance a social mission using the structures and market place of business.
This course offers a practical introduction to social entrepreneurship and involves entrepreneurship, innovation, society, and corporate social responsibility (CSR) issues. The course focuses on key concepts in the emerging field of social entrepreneurship in Canada, including organizational learning, sustainability, philanthropy, commercialization, profit and nonprofit development.

ENTR1001 Student Teams for Entrepreneurship Projects   42.0 Hours
This course matches teams of business and entrepreneurship students with local small and medium enterprises (SMEs) to solve existing problems for these organizations. Students gain practical experience by applying their new knowledge, skills, and abilities while providing a significant benefit for a "real" client.

HURM1000 Human Resources Management Foundations   42.0 Hours
This course provides an understanding of the modern Canadian human resources function. It covers the historical development of human resources management, the influence of government, staffing, employee relations, current trends and future issues. It provides a brief introduction to more specialized areas including compensation, training and development, employment law, industrial relations, occupational health and safety, and human resources planning.

HURM1001 Occupational Health and Safety   42.0 Hours

This course introduces the student to the study of workplace occupational health and safety. The student will learn safe work practices in offices, industry and construction as well as how to identify and prevent or correct problems associated with occupational safety and health in these locations as well as in the home. The course is designed to assist the student with the implementation of safe healthy practices at work and at home.

HURM1002 Labour Relations   42.0 Hours
This course provides an overview of the various methods and concepts which make up and affect labour relations in Canada. Through actual case studies, collective bargaining simulations and by examining collective agreements, the student will gain an understanding of the collective bargaining process and the varying factors that affect employee-employer relations.

HURM1003 Labour Economics   42.0 Hours
This course provides a theoretical framework for understanding the workings of Canadian labour markets by applying the basic principles of labour economics. It covers the dimensions of labour supply and demand and their interaction in alternative market structures to explain levels of wages, employment and various employer/employee behaviours. Of particular interest are differences between union and non-union labour markets which are examined by illustrating the impact of union preferences, efficient contracts and bargaining theory.

HURM1004 Compensation   42.0 Hours
This course examines the full range of compensation topics with emphasis on how compensation systems will likely impact productivity, equity, and the firm's ability to recruit and keep highly skilled and motivated employees. Topics include: job description, analysis and evaluation systems; equity issues and requirements; design and use of wage and salary surveys; performance, merit and incentive pay systems; statutory and no- statutory employee benefit packages and systems; and administration of compensation systems.

HURM1005 Human Resource Planning   42.0 Hours
This course examines the impact of corporate and business strategy on human resources management. It stresses the importance of aligning human resources management policies and practices with organizational strategy. A strategic human resources planning model is introduced and includes the following elements: organizational strategy, HRM strategy, environmental influences on HRM, job analysis, HR management systems, forecasting supply and demand. Various corporate strategies in today?s workplaces are examined in conjunction with their significant affect on human resources planning. It is strongly recommended that students successfully complete HURM1000 prior to enrolling in this course.

HURM1007 Recruitment and Selection   42.0 Hours

In a highly competitive business world, an organization's staff can determine whether a company profits or perishes. This course presents recruitment and selection as an essential component in recruitment planning. The role of recruitment and selection is examined in relation to an organization's overall profitability or viability. Through a blend of theory and application, the course introduces students to a wide range of issues, principles, practices and trends in recruitment and selection.

LAWS2000 Business Law   42.0 Hours
This course covers the legal framework within which business takes place. The student learns how to avoid legal problems. Major topics include: the Canadian legal system, torts, contract law, the Sale of Goods Act, consumer protection, and employment law.

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.

MGMT1000 Retail Management   42.0 Hours
This course will enable students to develop decision making skills related to retailing. Topics may include merchandise and expense planning, store layout, product line and resource determination, pricing, promotional strategies, customer service, financial planning and control.
P- MKTG1004 Marketing Foundations or P- MAR9103 Marketing Foundations or P- MKTG1000 Introduction to Marketing or P- MAR9101 Introduction To Marketing

MGMT2000 Production and Operations Management   42.0 Hours
This course introduces students to concepts underlying effective operation and control of manufacturing and service businesses. Approaches to production control, inventory policy, facilities planning, methods improvement and technological assessment are studied.

MGMT2001 Principles of Management   42.0 Hours
This course provides you with an introduction to the various philosophies, roles and functions of management. In addition it will cover on going changes in business that have a direct effect on the role of management.

MKTG1000 Introduction to Marketing   42.0 Hours
This is an overview course with primary focus on marketing products and services to the ultimate consumer. Emphasis is placed on the basic marketing premise that customer needs must be satisfied in order to achieve company objectives. The student gains insight into the complex and interdependent variables involved in developing successful marketing strategies. The strategic marketing planning process is introduced, along with the specific concepts and principles involved in the four key components of the marketing plan - Product, Price, Distribution, and Promotion Strategies.

MKTG2004 Introduction to Logistics   42.0 Hours
This course is designed to introduce the students to the main components of a logistics system, such as customer service, demand forecasting, inventory control, warehousing and storage, traffic and transportation, plant and warehouse site selection, order processing and materials handling. It will also emphasize the relationships among these various elements and how effective management of them leads to a higher economic standard of living.
P- MKTG1004 Marketing Foundations or P- MKTG1000 Introduction to Marketing

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.

OFAD2014 Bookkeeping for the Office Professional   42.0 Hours
This course introduces basic bookkeeping principles, procedures and concepts as applied to a service business. The bookkeeping cycle, involving journals and ledgers to the preparation of financial statements, is covered. The use of appropriate software is also encouraged. It is strongly recommended students have completed MATH1004 - Math for the Office Professional, MATH1002 - Math of Finance, or an equivalent course.

In addition, it is recommended students have a good knowledge of spreadsheet software.

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.

OFAD2018 Project Management for the Office Professional   42.0 Hours
This is an introductory course in 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
This course is designed to expand knowledge of office procedures. Topics include coordination of meetings and conferences; differentiate between formal and informal meetings; determine appropriate hardware/software requirements for audio-video teleconferencing, record and process minutes of meeting, practice rules of order and follow-up procedures after meetings. Coordinate schedules and demands for multiple supervisors. Principles of environmental sustainability will be explored.
P- OFAD1001 Office Procedures and Strategies

OFAD2020 Executive Office Management   42.0 Hours
This course will focus on developing supervisory, leadership, and training skills. This course will enable students to analyze business problems and apply solutions using appropriate technology and strategies. Principles of environmental sustainability will be explored. The course will also further strengthen the administrative professionals online research skills by making the most out of effective and efficient searches.

OFAD2021 Executive Financial Management   42.0 Hours
This course is designed to expand knowledge gained in Bookkeeping in order to understand the accounting process from an administrative professional's perspective. Emphasis will be placed on the conversion of manual accounting systems to computerized accounting systems. Students will gain further experience in managing business revenue and expenses as well as strengthening budgeting planning and development skills.

STAT2000 Statistics 1   42.0 Hours
This course is designed to develop students' skills in organizing and summarizing information. It also provides an introduction to the techniques of inferential statistics

(that is, drawing conclusions about populations on the basis of sample data). Students are expected to have and further develop their skills with spreadsheet software.

STAT2001 Statistics 2   42.0 Hours
This course builds on the topics covered in Statistics 1, extending hypothesis testing and other inferential techniques to a range of new problems. Applications of statistical techniques to quality and productivity management are covered. Students gain further experience with the use of computer-based statistical analysis tools.
P- STAT2000 Statistics 1 or P- BUS2238 Stats 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.