

## OFFICE ADMINISTRATION - EXECUTIVE

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### Program Outline

<b>Major:</b>	OFAE
<b>Length:</b>	2 Years
<b>Delivery:</b>	4 Semesters
<b>Credential:</b>	Ontario College Diploma
<b>Effective:</b>	2015-2016
<b>Location:</b>	Barrie, Owen Sound
<b>Start:</b>	Fall (Barrie, Owen Sound), Winter (Barrie)

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### 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:**

Fall Intake - Barrie, Owen Sound

Sem 1	Sem 2	Sem 3	Sem 4
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Fall 2015	Winter 2016	Fall 2016	Winter 2017

Winter Intake - Barrie

Sem 1	Sem 2	Sem 3	Sem 4
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Winter 2016	Summer 2016	Fall 2016	Winter 2017

**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 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 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 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 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.

**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.

**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.

**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.

**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.

#### 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. It is strongly recommended students have completed MATH1004 – Math for the Office Professional or an equivalent course.

#### 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 focuses on developing supervisory, leadership, and training skills. This course enables students to analyze business problems and apply solutions using appropriate technology and strategies. Principles of environmental sustainability will be explored. The course further strengthens the administrative professional's research skills by making the most out of effective and efficient searches.

**OFAD2021 Financial Management for the Executive Assistant 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 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.*