OFFICE ADMINISTRATION - GENERAL

Program: OFAG
Credential: Ontario College Certificate
Delivery: Full-time + Part-time
Length: 2 Semesters
Duration: 1 Year
Effective: Fall 2022, Winter 2023
Location: Barrie (Fall, Winter)

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 become an effective member of an office team. Students build technological competency through learning a variety of application packages utilized in businesses today. This program sets a basis for further educational growth and 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.

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:

1. conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics;
2. schedule and coordinate tasks, within specific deadlines and according to set priorities;
3. receive, process and distribute communications in the workplace to assist the flow of information;
4. operate and provide support related to the use of office equipment and technologies;
5. locate, file and retrieve documents and records from a variety of electronic and paper sources to support daily office operations;
6. record basic financial information using established document formats, procedures and accounting software;
7. produce routine business documents using available technologies and established standards and formats;
8. use interpersonal and client service skills to respond to diversity and to support the vision and mission of the organization;
9. compile resources as well as services to prepare summary reports;
10. select and use information technologies to support communication with internal and external stakeholders;
11. assist in the organization and coordination of meetings and travel arrangements;
12. apply basic entrepreneurial strategies employing critical thinking and ethics within the Office Administration field;
13. employ environmentally sustainable practices within the industry.

Program Progression

The following reflects the planned progression for full-time offerings of the program.

Fall Intake - Barrie

- **Sem 1:** Fall 2022
- **Sem 2:** Winter 2023

Winter Intake - Barrie

- **Sem 1:** Winter 2023
- **Sem 2:** Summer 2023

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/academic-regulations/ (http://www.georgiancollege.ca/admissions/academic-regulations/)

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 for Prior Learning website for details: www.georgiancollege.ca/admissions/credit-transfer/ (http://www.georgiancollege.ca/admissions/credit-transfer/)

Graduation Requirements

9 Program Courses
2 Communications Courses
1 Program Option 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.

Program Tracking

The following reflects the planned course sequence for full-time offerings of the Fall intake of the program. Where more than one intake is offered contact the program co-ordinator for the program tracking.

Semester 1		Hours
Program Courses		
COMP 1113	Business Documentation and Text Processing	42
OFAD 1001	Office Procedures and Strategies	42
OFAD 1007	Computer Applications 1 for the Office	42

OFAD 1022	Professional Development and Employability 1	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
COMP 1114	Multi Media Communications	28
OFAD 1020	Computer Applications 2 for the Office	42
OFAD 1023	Professional Development and Employability 2	14
Communications Course		
Select 1 course from the communications list during registration.		42
Program Option Course		
Select 1 course from the program option courses listed below during registration.		42
	Hours	**252**
	Total Hours	**504**

Code	Title
Program Option Courses may include:	
BUSI 1001	Introduction to Organizational Behaviour
BUSI 1011	Professional Business Practices
BUSI 2024	International Experience
HURM 1000	Human Resources Management Foundations
HURM 1001	Occupational Health and Safety
MKTG 2033	Professional Edge
OFAD 1004	Introduction to Legal Office Administration
OFAD 1006	Introduction to Medical Terminology
OFAD 2014	Bookkeeping for the Office Professional
OFAD 2015	Administrative Support and Records Management

Graduation Window

Students unable to adhere to the program duration of one year (as stated above) may take a maximum of two years to complete their credential. After this time, students must be re-admitted into the program, and follow the curriculum in place at the time of re-admission.

Disclaimer: *The information in this document 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.*

Program outlines may be subject to change in response to emerging situations, in order to facilitate student achievement of the learning outcomes required for graduation. Components such as courses, progression, coop work terms, placements, internships and other requirements may be delivered differently than published.