

# OFFICE ADMINISTRATION - EXECUTIVE

**Program:** OFEC

**Credential:** Ontario College Diploma, Co-op

**Delivery:** Full-time

**Work Integrated Learning:** 2 Co-op Work Terms

**Length:** 4 Semesters, plus 2 work terms

**Duration:** 2 Years

**Effective:** Fall 2023

**Location:** Barrie

## Description

Students acquire administrative knowledge and develop skills in diverse technologies to be able to effectively perform in a variety of executive environments. With an emphasis on international relations, diverse clientele, law and ethics, and procurement standards for industry, students have the opportunity to develop supervisory, leadership, and training skills with global focus.

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 both domestic and international 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.

## Practical Experience

All co-operative education programs at Georgian contain mandatory work term experiences aligned with program learning outcomes. Co-op work terms are designed to integrate academic learning with work experience, supporting the development of industry specific competencies and employability skills.

Georgian College holds membership with, and endeavours to follow, the co-operative education guidelines set out by the Co-operative Education and Work Integrated Learning Canada (CEWIL) and Experiential and Work-Integrated Ontario (EWO) as supported by the Ministry of Colleges and Universities.

Co-op is facilitated as a supported, competitive job search process. Students are required to complete a Co-op and Career Preparation course scheduled prior to their first co-op work term. Students engage in an active co-op job search that includes applying to positions posted by Co-op Consultants, and personal networking. Co-op work terms are scheduled according to a formal sequence that alternates academic and co-op semesters as shown in the program progression below.

Programs may have additional requirements such as a valid driver's license, strong communication skills, industry specific certifications, and ability to travel. Under exceptional circumstances, a student may be unable to complete the program progression as shown below. Please refer to Georgian College Academic Regulations for details.

International co-op work terms are supported and encouraged, when aligned with program requirements.

Further information on co-op services can be found at [www.GeorgianCollege.ca/co-op](http://www.GeorgianCollege.ca/co-op) (<https://www.georgiancollege.ca/co-op/>)

## Program Progression

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

### Fall Intake

- **Sem 1:** Fall 2023
- **Sem 2:** Winter 2024
- **Work Term 1:** Summer 2024
- **Sem 3:** Fall 2024

- **Sem 4:** Winter 2025
- **Work Term 2:** Summer 2025

## 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 <https://www.georgiancollege.ca/admissions/credit-transfer/> (<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/academic-regulations/](http://www.georgiancollege.ca/admissions/academic-regulations/) (<https://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/) (<https://www.georgiancollege.ca/admissions/credit-transfer/>)

## Graduation Requirements

- 18 Program Courses
- 2 Communications Courses
- 2 Program Option Courses
- 3 General Education Courses
- 2 Co-op Work Terms

## 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

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
<b>Hours</b>	<b>252</b>

<b>Semester 2</b>	
Program Courses	
COMP 1013 Advanced Business Documentation	42
COMP 1114 Multi Media Communications	28
MATH 1034 Office Math Applications	42
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 available list during registration.	42
<b>Hours</b>	<b>252</b>

<b>Semester 3</b>	
Program Courses	
COMP 2026 Integrated Office Simulations	42
OFAD 2014 Bookkeeping for the Office Professional	42
OFAD 2027 Social and Digital Communications	42
OFAD 2018 Project Management for the Office Professional	42
OFAD 2028 Executive Administration and Business Management	42
General Education Course	
Select 1 course from the general education list during registration.	42
<b>Hours</b>	<b>252</b>

<b>Semester 4</b>	
Program Courses	
COMP 2027 Computerized Administrative Simulations	42
OFAD 2029 Fundamentals of Records and Information Management	42
OFAD 2030 Global Competencies and Ethical Law	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
<b>Hours</b>	<b>252</b>
<b>Total Hours</b>	<b>1008</b>

<b>Co-op Work Terms</b>	<b>Hours</b>
COOP 1042 Office Administration - Executive Work Term 1 (occurs after Semester 2)	490
COOP 2034 Office Administration - Executive Work Term 2 (occurs after Semester 4)	490
<b>Hours</b>	<b>980</b>
<b>Total Hours</b>	<b>980</b>

Code	Title
<b>Program options may include:</b>	
ACCT 1003	Finance and Management Accounting
ADVE 1000	Foundations of Advertising
ADVE 2004	Public Relations
BUSI 1001	Introduction to Organizational Behaviour
BUSI 2024	Global Business and Culture
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 1002	Labour Relations
HURM 1003	Labour Economics
HURM 1004	Compensation
HURM 1005	Human Resources Planning
HURM 1007	Recruitment and Selection
HURM 1022	Occupational Health and Safety
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
OFAD 1004	Introduction to Legal Office Administration
OFAD 1006	Introduction to Medical Terminology
STAT 2000	Statistics 1
STAT 2001	Statistics 2

## Graduation Window

Students unable to adhere to the program duration of two years (as stated above) may take a maximum of four 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.*