

Area of Interest: Business

Office Administration - Executive

Ontario College Diploma

Program Code: 0210A04FPM

43 Weeks

Pembroke Campus

Our Program

Play a key role in operational success - specialize in executive office administration.

The two-year Office Administration - Executive Ontario College Diploma program, delivered in a compressed format over 43 weeks, prepares you for a rewarding career as an administrative professional in the public or private sector.

Develop essential skills through extensive applied practice in a simulated office in the areas of office management, domestic and international travel, event planning, finance, human resources, and social media.

Enhance your MS Office suite abilities through document production, transcription, desktop publishing, accounting practices, and database and project management.

Students also have the opportunity to gain real-world experience by completing a three-week office administration field placement.

Upon graduation, you may find employment within a variety of office environments such as corporations, government, associations and small businesses.

SUCCESS FACTORS

This program is well-suited for students who:

- Have a strong interest in working in an office environment.
- Have an interest and aptitude in computer and technology applications and enjoy a hands-on approach to learning.
- Enjoy working independently and in a diverse team environment.
- Are well-organized and pay attention to detail.
- Have the ability to work at a computer for extended periods of time.
- Work effectively under time constraints.

Employment

Graduates may find employment in administrative fields within the private and public sectors (corporations, small or medium size businesses, government, institutions and associations). With further experience, graduates may progress to positions as senior executive assistants, office managers or may explore entrepreneurial options.

Learning Outcomes

The graduate has reliably demonstrated the ability to:

- Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics.
- Manage the scheduling, coordination and organization of administrative tasks and workflow

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- Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information.
- Operate and provide support related to the use, maintenance and procurement of office equipment and technologies.
- Evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records.
- Produce financial documents and reports by identifying and compiling relevant information and using accounting software.
- Prepare and produce a variety of business documents using available technologies and applying industry standards.
- Use interpersonal, leadership and client service skills to respond to diversity and to support the vision and mission of the organization.
- Research, analyze and summarize information on resources and services and prepare summary reports with recommendations.
- Select and use information technologies to support communication with internal and external stakeholders and to promote the organization.
- Organize and coordinate meetings, conferences, special events and make travel arrangements, including the preparation of related documentation.
- Support the implementation of projects by applying basic principles of project management.
- Identify and apply discipline-specific practices that contribute to the local and global community through social responsibility, economic commitment and environmental stewardship.

Program of Study

Level: 01	Courses	Hours
ENL7962	English Fundamentals	42.0
GEN7300	Defining Your Digital Presence	42.0
MAT7615	Business Math Foundations	42.0
OFF7161	Administrative Skills and Procedures	70.0
OFF7166	Document Production and Keyboarding 1	84.0
OFF7167	Digital Workspace and Presentation Applications	70.0
Level: 02	Courses	Hours
ACC2216	Bookkeeping	56.0
ENL7777	Communications I	42.0
LFS7684	Portfolio and Career Management	28.0
OFF7168	Advanced Word Processing	56.0
OFF7169	Document Production and Keyboarding 2	84.0

OFF7175	Event and Conference Management	56.0
OFF7252	Spreadsheet Applications	56.0
Level: 03	Courses	Hours
ACC3030	Accounting Practices	54.0
LFS7686	Field Placement	90.0
OFF7174	Desktop Publishing	56.0
OFF7176	Travel and Meeting Management	24.0
OFF7177	Executive Integrated Projects	54.0
OFF7179	Database and Project Management	54.0
OFF7180	Simulated Practicum	54.0
Gen Ed On-line Elective: choose 2	Courses	Hours
AST2000	Introduction to Astronomy	42.0
ENV0002	Environmental Citizenship	42.0
ENV5004	Waste-Free Ontario	42.0
GED0021	Disability in Arts: Portrayals and Identity	42.0
GED0022	Positive Psychology: the Science of Happiness and Well-Being	42.0
GED2200	Free Speech and the Challenge of Social Media	42.0
GED5002	Victimology	42.0
GED5003	The Science of Play	42.0
GED5004	Living Green	42.0
GED5005	Greek Mythology	42.0
GED5006	World Religions	42.0
GED5007	Transatlantic Slavery and Its Abolition	42.0
GED5010	The Fungus Among Us	42.0
GED5200	Learning Disabilities, the Invisible Disability	42.0
GED5300	The Science of Everyday Life	42.0
GED5301	On Death, Dying and Medical Assistance in Dying (Maid)	42.0
GED6022	A Sense of Humour	42.0
GED7019	Becoming an Entrepreneur: Is It for Me?	42.0
GEN1001	Ethics: What Is the Big Deal?	42.0
GEN1957	Science Fiction	42.0
GEN2003	Healthy Lifestyle	42.0

GEN2007	Community Service	42.0
GEO0012	Foreign Landscapes and Their Inhabitants	42.0
HIS0001	Saints and Heroes: Shining a Spotlight on the 'Dark Ages', Europe A.D. 410-1096	42.0
HOS2228	Wine, Food and Culture	42.0
LIB1982	Reading for Recreation	42.0
MGT7330	Trends in Today's Workplace	42.0
MVM8800	The Impact of the Car on North American Culture	42.0
PSI0003	Globalization and Sustainability	42.0
RAD2001	Popular Culture	42.0
SCI2200	Dynamic DNA: You Are Not Alone	42.0
SOC2003	Understanding Human Sexuality	42.0
Choose one from equivalencies: Courses		Hours
GED1210	General Education Elective	42.0

Fees for the 2023/2024 Academic Year

Tuition and related ancillary fees for this program can be viewed by using the Tuition and Fees Estimator tool at <https://www.algonquincollege.com/fee-estimator>.

Further information on fees can be found by visiting the Registrar's Office website at <https://www.algonquincollege.com/ro>.

Fees are subject to change.

Additional program related expenses include:

- Books and supplies cost approximately \$2,200 for the program duration.

Admission Requirements for the 2024/2025 Academic Year

College Eligibility

- Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior English and/or Mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR
- Academic and Career Entrance (ACE) certificate; OR
- General Educational Development (GED) certificate; OR
- Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$50 (subject to change) will be charged.

Program Eligibility

- English, Grade 12 (ENG4C or equivalent)
- Applicants with international transcripts must provide proof of the subject-specific requirements noted above and may be required to provide proof of language proficiency. Domestic applicants with international transcripts must be evaluated through the International Credential Assessment Service of Canada (ICAS) or World Education Services (WES).

- IELTS-International English Language Testing Service (Academic) Overall band of 6.0 with a minimum of 5.5 in each band; OR TOEFL-Internet-based (iBT) Overall 80, with a minimum of 20 in each component: Reading 20; Listening 20; Speaking 20; Writing 20; OR Duolingo English Test (DET) Overall 110, minimum of 110 in Literacy and no score below 95.

Should the number of qualified applicants exceed the number of available places, applicants will be selected on the basis of their proficiency in English.

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College Eligibility

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Should the number of qualified applicants exceed the number of available places, applicants will be selected on the basis of their proficiency in English.

Application Information

OFFICE ADMINISTRATION - EXECUTIVE Program Code 0210A04FPM

Applications to full-time day programs must be submitted with official transcripts showing completion of the academic admission requirements through:

ontariocolleges.ca
60 Corporate Court
Guelph, Ontario N1G 5J3
1-888-892-2228

Students currently enrolled in an Ontario secondary school should notify their Guidance Office prior to their online application at <http://www.ontariocolleges.ca/>.

Applications for Fall Term and Winter Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as spaces are available.

International applicants please visit this link for application process information:
<https://algonquincollege.force.com/myACint/>.

For further information on the admissions process, contact:

Registrar's Office
Algonquin College in the Ottawa Valley

1 College Way
Pembroke, ON K8A0C8
Local: 613-735-4700
Toll-free 1-800-565-4723
TTY: 1-866-620-3845
Fax: 613-735-4739
<https://algonquincollege.com/pembroke>

Additional Information

This full-time day program is offered as a 43-week compressed diploma program.

PLEASE NOTE that in the Office Administration programs there are certain courses where it is mandatory for the students to have a Windows-based computer as some of the software application functions used in the program do not run effectively on other platforms (even when running via Parallels on MAC). MAC laptops and Chromebooks will not be supported in the Office Administration programs.

Contact Information

Program Coordinator(s)

- Connie Poupore, <mailto:pouporc@algonquincollege.com> , 613-735-4700, ext. 2631

Course Descriptions

ACC2216 Bookkeeping

The ability to accurately record day-to-day transactions is an essential skill for bookkeepers and office administration staff. Students complete the full accounting cycle from identifying and recording business transactions through to the preparation of financial statements while following Generally Accepted Accounting Principles. Activities focus on the manual preparation of a complete set of accounting records.

Prerequisite(s): none
Corerequisite(s):none

ACC3030 Accounting Practices

Administrative professionals are often asked to contribute to the accounting process in small offices. Students develop an awareness of the underlying theory and principles of accounting. They acquire skill in analyzing, journalizing and posting financial transactions, and in summarizing these transactions in financial statements. Students also attain proficiency in the control of cash, banking, payroll and reporting procedures. These skills are developed through a series of activities and practical tests using a variety of tools including online tutorials and accounting software.

Prerequisite(s): ACC2216
Corerequisite(s):none

AST2000 Introduction to Astronomy

What can the sky tell us about our place in the universe, and how life began? This introductory course to astronomy will teach students indigenous and Western constellations in the sky, as well as introduce them to the major planets. Students will act as beginning astronomers and engineers by performing sketches, doing research on astronomy topics, and learning about missions to Mars that are on the hunt for signs of life.

Prerequisite(s): none
Corerequisite(s):none

ENL7777 Communications I

Communication remains an essential skill sought by employers, regardless of discipline or field of study. Using a practical, vocation-oriented approach, students focus on meeting the requirements

of effective communication. Through a combination of lectures, exercises, and independent learning, students practise writing, speaking, reading, listening, locating and documenting information and using technology to communicate professionally. Students develop and strengthen communication skills that contribute to success in both educational and workplace environments.

Prerequisite(s): none
Corerequisite(s):none

ENL7962 English Fundamentals

Students develop language skills necessary to promote success in program courses and, ultimately, business careers. Students achieve correctness and mastery in writing sentences appropriate to a business environment through the study of English language usage, mechanics and style. Skills acquired in these areas enable students to demonstrate competence in composing, editing and proofreading written messages.

Prerequisite(s): none
Corerequisite(s):none

ENV0002 Environmental Citizenship

Environmental citizenship is based on the principles of national citizenship, yet it goes beyond political borders to emphasize global environmental rights and responsibilities. An environmental citizen is committed to learning more about the environment and to taking responsible environmental action. Through a combination of interactive activities, assignments and discussions, students learn how they are personally connected with current environmental issues. Students are also encouraged to adopt attitudes and behaviours that foster global environmental responsibility.

Prerequisite(s): none
Corerequisite(s):none

ENV5004 Waste-Free Ontario

Ontario continues to generate more and more waste; historically, three quarters of this waste has been discarded. In this course, learners are introduced to the tremendous environmental and economic opportunities that exist to embrace resource conservation ideology and a circular economy - a system in which products are never discarded, but reused, recycled and reintroduced into new products. With interactive activities, videos, and gaming; learners identify concepts and technologies to make informed decisions regarding waste management. Learners reflect on material learned, connect it to their own personalized industry or interest, and locate innovation and entrepreneurship opportunities.

Prerequisite(s): none
Corerequisite(s):none

GED0021 Disability in Arts: Portrayals and Identity

All forms of art have a powerful influence on our perceptions. Students describe and explore through case studies a range of disabilities and their unique features. Using arts, enquiry and discussion, students critique historical and modern-day portrayals of individuals with disabilities. Students consider the attitudes and social barriers that individuals with disabilities face, and focus on the link between the formation of cultural identity and the arts.

Prerequisite(s): none
Corerequisite(s):none

GED0022 Positive Psychology: the Science of Happiness and Well-Being

While fulfillment and well-being mark some people's lives, many others remain dissatisfied with life. Positive Psychology is concerned with explaining how individuals and communities flourish through the scientific exploration of happiness, optimal human functioning, and civic engagement. The field of Positive Psychology has the objective of making life more satisfying and meaningful through interventions that promote and develop qualities such as self-knowledge, learned optimism,

gratitude, mindfulness, resilience, and community connection. Students participate in both interactive lectures and on-line discussions, maintain weekly journals, and develop personal strengths through direct engagement with well-being initiatives.

Prerequisite(s): none
Corerequisite(s):none

GED1210 General Education Elective

Students choose one course, from a group of general education electives, which meets one of the following five theme requirements: Arts in Society, Civic Life, Social and Cultural Understanding, Personal Understanding, and Science and Technology.

Prerequisite(s): none
Corerequisite(s):none

GED2200 Free Speech and the Challenge of Social Media

This course will allow students to explore social media and its effects on free speech and public discourse in contemporary society. It will cover the philosophical foundations of free speech, the legal and institutional expressions of free speech in modern democracies, the characteristics of social media infrastructure, how our society's free speech is being influenced if not transformed by this infrastructure, and perspectives on the need, or not, for "regulatory fixes" advanced from different viewpoints.

Prerequisite(s): none
Corerequisite(s):none

GED5002 Victimology

An increased awareness of the ripple effect of crime has given rise to victimology as a significant field of study. Students investigate victims of crime and the impact that crime has on their lives, their families and society. Students raise personal awareness through the study of history of victimology and the victims' movement, the nature and extent of victimization, its emerging theories and resulting legislation. In addition, victims' services, accessibility to services, rights of the victim and the victim in the criminal justice system are examined. Students also explore crime in the workplace, schools, and campuses and the importance of recognizing those at risk.

Prerequisite(s): none
Corerequisite(s):none

GED5003 The Science of Play

Toys and games, key components of play, have evolved from homemade trinkets to highly engineered items in a multi-billion-dollar industry. Students explore the connections between technology and play, specifically the benefits, drawbacks and ethical implications of toy and game design. Case studies allow students to consider familial, cultural, sociological, and other influences upon toy and game design over the last century. Through discussion, analysis and workshops, students move towards designing their own toy or game, or modifying an existing one.

Prerequisite(s): none
Corerequisite(s):none

GED5004 Living Green

The need to lead healthy, environmentally conscious lives is increasingly important. Students acquire the practical knowledge and skills required to explore current environmental challenges and identify personal plans for living in an environmentally responsible manner. Through a combination of assignments, discussion boards, and quiz work, students investigate the history and development of current environmental concerns, the environmental impact of our choices and behaviours, and strategies involved in living green.

Prerequisite(s): none

Corerequisite(s):none

GED5005 Greek Mythology

Students explore intriguing characters, important places and famous myths of Classical Greece. By examining a variety of popular myths, students discover how the Ancient Greeks crafted narratives of gods, goddesses, monsters, and heroic figures to make sense of their lives and the world around them. Using examples from art, science, and industry, students examine how these epic stories from oral tradition have endured and continue to influence contemporary society.

Prerequisite(s): none
Corerequisite(s):none

GED5006 World Religions

In Canada, society embraces people from many cultures of the world. By exploring different religious beliefs about the world, the individual, the meaning of life and death, and how individuals are encouraged to conduct themselves, students begin to appreciate the underlying forces that shape followers' lives. Students explore the history and basic teachings of six of the major religions of the world: Hinduism, Buddhism, Judaism, Christianity, Islam, and the Baha'i Faith. Each religion's distinctive features are highlighted, while their similarities and shared values are examined. Students have the opportunity to broaden their worldview through an exposure to divergent religious traditions.

Prerequisite(s): none
Corerequisite(s):none

GED5007 Transatlantic Slavery and Its Abolition

The effects of transatlantic slavery, which began in the 15th century and was not abolished until the 19th, are still present in contemporary social, political and economic systems. In this course, students are provided with a chronological understanding of the transatlantic slave trade that charts: 1) its creation and its economic underpinnings in European and American power and wealth; 2) the resistance to slavery and its eventual abolition; and 3) the afterlife of slavery in the present day. Through class discussion, examination of academic and non-academic literature, and analysis of images and videos, students will be introduced to the history and continuing legacy of the transatlantic slave trade.

Prerequisite(s): none
Corerequisite(s):none

GED5010 The Fungus Among Us

Understanding fungi is critical for a more complete picture of both natural history, as well as historical and current human affairs. Students learn the major groups of fungi most of which are beneficial to humans. Students learn the influence of fungi on historical and cultural activities including art and food. Students also examine the direct involvement of fungi on industrial processes and current medical and biotechnological processes. Students explore the role of fungi as it relates to soil fertility and best practices in agriculture and environmental sustainability. Students will connect fungi to the world around them.

Prerequisite(s): none
Corerequisite(s):none

GED5200 Learning Disabilities, the Invisible Disability

Students increase their awareness of, and sensitivity to, persons with learning disabilities in social, educational and work settings. The field of learning disabilities is introduced through an historical overview, definitions, characteristics, and various models of the causes of learning disabilities. Students learn about the impact learning disabilities have on people's day-to-day lives and the strategies that may be used to compensate for them. Activities include group work, independent research, reflection and case studies. Students are encouraged to share personal experience and knowledge.

Prerequisite(s): none
Corerequisite(s):none

GED5300 The Science of Everyday Life

The mysteries of science surround us constantly and play a significant role in everyone's daily life regardless of their level of awareness. Familiarity with the basic concepts of science in disciplines such as biology, physics, and chemistry, helps students better understand the world in which they live, the attitudes and opinions of those with whom they interact, and the reasons why many things happen. By examining everyday occurrences, students are introduced to scientific ways of thought and to problem-solving methods used by scientists. A background in science and math is not required.

Prerequisite(s): none
Corerequisite(s):none

GED5301 On Death, Dying and Medical Assistance in Dying (Maid)

Though death is an immutable consequence of life, society's attitudes and reactions to it have been ever-changing. The viewpoint that life is sacrosanct, to be protected at all costs, is now being challenged by individuals demanding greater control of their quality of life, including the right to die. An historical overview of attitudes towards death will be examined, with a focus on the growing acceptability of medical assistance in dying (MAID), and the reasons behind this movement (demographics, economics, medicine). This course, through discussion of differing social perspectives, government legislation, case studies, research, images and videos will provide students a greater understanding of society's past and present approaches to death.

Prerequisite(s): none
Corerequisite(s):none

GED6022 A Sense of Humour

Humour is a universal tool of communication and social influence. Students survey the development, use, and value of humour in Canadian visual and creative arts. Varieties of humour, such as irony, satire and farce are positioned in the context of Canadian culture to enhance the student's appreciation of humour and self-awareness.

Prerequisite(s): none
Corerequisite(s):none

GED7019 Becoming an Entrepreneur: Is It for Me?

Do you have what it takes to be an entrepreneur? From government incentive and mentoring programs, to courses, training programs and reality television, it is clear that there is a growing need for people who can transform innovative ideas into viable products. Through self-evaluation, a variety of decision-making models and exposure to the experiences of local entrepreneurs, students acquire the necessary knowledge and tools to determine if entrepreneurship is a direction they would like to explore.

Prerequisite(s): none
Corerequisite(s):none

GEN1001 Ethics: What Is the Big Deal?

In today's society there is increasingly more attention focused on questions of right or wrong, good or evil. Ethical issues relating to a wide variety of concerns are examined. Students clarify their own moral values and explore how these values impact the course of their lives. Students practise using tools and decision-making models to deal with personal and professional dilemmas.

Prerequisite(s): none
Corerequisite(s):none

GEN1957 Science Fiction

Science fiction is both a major genre of popular entertainment and an effective mode of social commentary. Students explore the formal conventions and the history of the genre, analyze a representative range of science fiction, and develop their critical appreciation of the role and place of science fiction in society. In addition to writing reflective and analytical assignments, students have an opportunity to create their own piece of science fiction.

Prerequisite(s): none
Corerequisite(s):none

GEN2003 Healthy Lifestyle

Are you eating healthy foods? Do you exercise regularly? Do you know how to prevent injuries and disease? These are some of the skills necessary to live a healthy lifestyle. Through self-evaluation, weekly journals, and hands-on exercises students assess their personal lifestyles and learn how to improve them.

Prerequisite(s): none
Corerequisite(s):none

GEN2007 Community Service

Volunteerism not only benefits a community; it can broaden the worldview of the volunteer. Students who give their time and energy to an approved community partner gain an opportunity to reflect on the value of the volunteer in contemporary society. Through research and discussion, students consider different types of volunteer settings, trace the history of volunteer organizations, examine the various roles volunteers play within society and reflect on ethical issues.

Prerequisite(s): none
Corerequisite(s):none

GEN7300 Defining Your Digital Presence

During its relatively short lifespan, the internet has affected the way people conduct themselves on a daily basis. It has completely changed the way we communicate, the way we interact with each other and it has affected the social fabric of society. We leave digital footprints online every time we share a thought, post a photo, or create a video. In this course students explore the ethical and behavioral issues with this social openness. In addition, students are introduced to current technologies and software that will require them to think creatively, learn new technical skills and create digital content.

Prerequisite(s): none
Corerequisite(s):none

GEO0012 Foreign Landscapes and Their Inhabitants

Understanding the natural environment and the geological features and landscapes that shape our world is vital for students to have a greater understanding and respect for others by being more globally and culturally aware. The transformation of Earth as we know it has been a 4.5 billion year marvel in the making. The ever-changing continents, oceans, seas, and geographic landforms continue to reshape our world. Through the exploration of the unique landscapes of Earth and the examination of the geographic distribution of populations, countries, and regions of the world, students will use virtual field trips, case studies, and web quests to enhance their sense of global community.

Prerequisite(s): none
Corerequisite(s):none

HIS0001 Saints and Heroes: Shining a Spotlight on the 'Dark Ages', Europe A.D. 410-1096

When the mighty Roman Empire began to collapse, it was attacked from all directions by Barbarian armies. The resulting turmoil caused Europe to sink into a period of social and political upheaval

known as The Dark Ages. However, during these troubled times, extraordinary warriors and missionaries emerged whose profound influence has played a vital role in shaping what has become our modern world. Students examine the social, political, intellectual, and economic history of this era and explore its enduring impact on modern Western society.

Prerequisite(s): none
Corerequisite(s):none

HOS2228 Wine, Food and Culture

An understanding of culture can be discovered by exploring eating and drinking customs. Students experience a virtual global tour, exploring culture, history and traditions through the lens of wine and food. Students acquire a sense of the customs of their culture and those of others. Through comparison, observation, discussion, and reflection, students discover something found in all cultures: the importance of food and drink.

Prerequisite(s): none
Corerequisite(s):none

LFS7684 Portfolio and Career Management

Defining and taking charge of one's own career path is a key skill for success in our ever-changing job market. Students reflect on classroom experiences to assess strengths and weaknesses to develop an individual career path for future professional development. Students are introduced to the concepts of self-marketing and create an employment portfolio. Topics include job search skills, cover letter and resume writing, and effective self-marketing strategies.

Prerequisite(s): none
Corerequisite(s):none

LFS7686 Field Placement

This internship is an excellent opportunity to gain career-related experience, and is offered to students who qualify. In association with appropriate participating employers, students apply principles and skills learned throughout the program to actual office situations during their three-week placement. Students are required to complete the supervised practical training including daily attendance records, weekly activity logs and student workplace evaluation report.

Prerequisite(s): ACC2216 and ACC3030 and ENL7777 and ENL7962 and GEN7300 and LFS7684 and MAT7615 and OFF7161 and OFF7166 and OFF7167 and OFF7168 and OFF7169 and OFF7174 and OFF7175 and OFF7176 and OFF7177 and OFF7179 and OFF7180 and OFF7252
Corerequisite(s):none

LIB1982 Reading for Recreation

Reading gives us knowledge and new ideas to draw from in the future. It tones the mind in ways similar to the way exercise tones the body. As a result, time spent in reading for recreation has benefits beyond the immediate appreciation of the text. Students examine appeal factors of various genres of fiction and non-fiction by reviewing the history and classics of each genre, considering the therapeutic values of reading, and examining recent trends in online reading and publishing.

Prerequisite(s): none
Corerequisite(s):none

MAT7615 Business Math Foundations

Students review the essentials of business mathematics. Ratio, proportion and percent are covered. Students also study payroll-type applications. Students study mark-up and mark-downs, cost-volume-profit analysis, simple and compound interest, compute measures of central tendency and dispersion.

Prerequisite(s): none

Corerequisite(s):none

MGT7330 Trends in Today's Workplace

In today's culture of work, every employee needs to be knowledgeable about current trends and issues in the workplace. Students explore emerging issues facing employees in today's technology-driven workplace and investigate the realities of social networking, diversity in the workplace, and work mobility.

Prerequisite(s): none
Corerequisite(s):none

MVM8800 The Impact of the Car on North American Culture

Students explore the social, economic, political, and environmental impact of the automobile on North American lives. Through a combination of assignments, discussion boards, and quiz work, students study the history of the automobile, from its introduction to the present day. Doing so allows students to track the changes the car has introduced to manufacturing, lifestyles, design principles, transportation systems, the environment, labour-management negotiation, and economic organization.

Prerequisite(s): none
Corerequisite(s):none

OFF7161 Administrative Skills and Procedures

Although tools and techniques may change, the role of the administrative professional remains a valuable asset in all types of organizations. With the increase in technology, the human touch remains a cornerstone of business interactions and achievement of goals. Topics explored include support staff responsibilities, time management, front-line reception and public relations, cultural diversity, records management, postal and courier services, reference sources, office organization and layout, ergonomics, time, work, and resource management, teamwork and problem solving, telecommunication techniques, services and equipment. Practical assignments and case studies examine both the organization and dissemination of oral and written communication.

Prerequisite(s): none
Corerequisite(s):none

OFF7166 Document Production and Keyboarding 1

The ability to produce documents that meet acceptable Canadian business standards is an essential skill in today's office environment. Students develop skills creating and formatting documents for business-related correspondence with an emphasis on accuracy, ability to follow instructions, proofreading and editing, and the correct use of software functions. Learning and applying ergonomic techniques for touch keyboarding are essential skills in today's office environment. Students develop touch keyboarding skills using an automated software application in an online environment. Students learn to touch-key the alphabet and numbers, developing keyboarding accuracy and speed to meet productivity standards.

Prerequisite(s): none
Corerequisite(s):none

OFF7167 Digital Workspace and Presentation Applications

In our rapidly evolving workspace environment, efficient use of computers and office productivity tools is essential for the timely completion of assigned tasks. Beginning with the operating system, students develop a range of valuable skills to manage daily work flow including file management, digital communication tools, calendar management, and a variety of collaboration applications. Efficient use of presentation applications is vital in today's workplace. Students develop presentation software skills through a series of activities and practical tests, increasing abilities with presentation software. Emphasis is placed on following instructions, proofreading, and using software functions correctly.

Prerequisite(s): none
Corerequisite(s):none

OFF7168 Advanced Word Processing

Efficient use of computers and office productivity tools is essential for the timely completion of assigned tasks in the workplace. Students continue to develop their skills with office productivity tools. Through a series of activities and practical tests, students enhance their abilities with advanced word processing functions, ensuring that they are following instructions, proofreading and using software functions correctly.

Prerequisite(s): none
Corerequisite(s):none

OFF7169 Document Production and Keyboarding 2

Business documents represent proof of an organization's communications and transactions and, as such, must be produced in an efficient and consistent manner. Students further develop productivity rates with an emphasis on following instructions, proofreading and editing, and correct use of software functions. Students create, edit, and format formal reports and more complex business correspondence. Administrative professionals consistently perform at the highest industry standard for keyboarding. Students continue to build on the keyboarding skills developed in level 1, increasing accuracy and speed using an automated software application in an online environment to meet productivity standards.

Prerequisite(s): OFF7166
Corerequisite(s):none

OFF7174 Desktop Publishing

Administrative professionals are often called upon to create unique digital content. Students develop desktop publishing skills using specialized desktop publishing software that integrate design principles and techniques. Students produce professional documents, including brochures, flyers, newsletters, logos and business cards.

Prerequisite(s): OFF7168
Corerequisite(s):none

OFF7175 Event and Conference Management

With ever-changing organizational needs, administrative professionals are being relied on to provide the essential support that facilitates communication and assist in the planning and coordination of events and conferences. Students plan and execute, from the beginning stages to event completion, with an emphasis on project planning and documentation, while working efficiently in a team environment to meet stakeholder goals and project timelines.

Prerequisite(s): none
Corerequisite(s):none

OFF7176 Travel and Meeting Management

Travel planning and meeting management are two key roles of the administrative professional. Students develop domestic and international travel planning skills, including itineraries, travel expense tables, and travel authorizations. Students further develop meeting management skills including arranging, participating, recording and formatting meeting notices, agendas, and minutes. Emphasis is placed on accurate content, proofreading, time management and production.

Prerequisite(s): none
Corerequisite(s):none

OFF7177 Executive Integrated Projects

With ever-changing organizational needs, administrative professionals are being relied on to provide the essential support that facilitates communications and to assist in the planning and coordination of projects. Students undertake a complex project efficiently working in a team environment, and complete all tasks associated with each project component that involve document production and transcribing using word processing, spreadsheet, and presentation software. Students consider the impact of management styles, social media, research, and human resources responsibilities throughout the project activities. Emphasis is placed on accuracy, efficiency, collaboration, and project management.

Prerequisite(s): OFF7161 or OFF7169 or OFF7252 or OFF7174
Corerequisite(s):none

OFF7179 Database and Project Management

Managing organizational information and project planning are essential in achievement of greater efficiencies in the workplace. Students develop skills in database management through the creation and management of tables, relationships, queries, forms and reports. Project planning, scheduling and resource allocation are explored using project management software. Through a series of hands-on activities, students develop a range of valuable skills for database and project management.

Prerequisite(s): none
Corerequisite(s):none

OFF7180 Simulated Practicum

Authentic work simulations provide students with the opportunity to hone administrative skills, aligning with the trends in today's workplace. Students in the graduating level work within a variety of business environments applying practical skills and theoretical knowledge. Evaluation is based on accuracy of assigned tasks, professionalism, self-assessment and reflection on the experience obtained.

Prerequisite(s): OFF7161 or OFF7174 or OFF7169 or OFF7252 or OFF7179
Corerequisite(s):none

OFF7252 Spreadsheet Applications

A spreadsheet application's ability to automate mathematical calculations has ensured it is one of the most popular types of business applications in the modern office. Students produce and format professional looking spreadsheets that include basic and complex mathematical formulas. In addition, the data in these spreadsheets are transformed into charts and tables in order to summarize, analyze, manipulate, and share spreadsheet data more effectively.

Prerequisite(s): none
Corerequisite(s):none

PSI0003 Globalization and Sustainability

The rapid growth of the global economy raises fundamental questions: How do trade and politics affect development and the environment? What are the effects of free trade and the rise of multi-national corporations on local cultures? What are the effects of the "clash of cultures" produced by international travel, migration, and new social, collaborative technologies that send film, books, television, music and other "proprietary" content spinning around the world instantly? Is globalization environmentally sustainable? Students examine these and other questions and analyze the day-to-day choices raised by globalization in an increasingly interconnected world.

Prerequisite(s): none
Corerequisite(s):none

RAD2001 Popular Culture

One dictionary definition of popular culture is the "totality of socially transmitted behaviour patterns, arts, beliefs, institutions, and all other products of human work and thought." This

definition allows us great freedom and scope. Students examine recent North American popular culture including trends, fads, styles, theories and the cult of the new. By exploring our perceptions of culture and the trivialization of society, students begin to appreciate how the media has relentlessly helped to shape today's values. Through online research, assigned readings, and participation in self-directed learning, students critique popular culture's place in North American society, concentrating on their decade of choice.

Prerequisite(s): none
Corerequisite(s):none

SCI2200 Dynamic DNA: You Are Not Alone

DNA is the recipe book for all living things. This small molecule can tell us about our past, present, and future. It is what makes us all unique and what ties us together. DNA can answer some of life's biggest questions: Where do we come from? How are we made? Can we cure disease? Can we predict the future or change the outcome? In this course, we will examine the spectacular DNA molecule and how it works. Through contemporary articles, research, images, and videos, we will investigate ways in which DNA can be used to predict traits, detect disease, discover ancestry and engineer babies. We will look at DNA's involvement in our evolution, and how we can harness its powers to create superfoods, change a wolf into a pug or clone extinct species. Through a combination of discussion boards, quizzes and assignments, students will discuss DNA history, technology and social attitudes, providing them with a greater understanding of their genetic make-up, both on a personal and global level.

Prerequisite(s): none
Corerequisite(s):none

SOC2003 Understanding Human Sexuality

Students study human sexuality through an interdisciplinary approach. Students gain a basic understanding of human sexuality through an investigation of history, culture, physiology, sexual development, sexual behaviours, sexually transmitted diseases, attitudes, sex, deviance and sexual relationships.

Prerequisite(s): none
Corerequisite(s):none