

Area of Interest: Business

## Office Administration - Executive (Co-op and Non Co-op Version)

Ontario College Diploma  
2 Years  
Ottawa Campus

Program Code: 0210A01FWO

### Our Program

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

The two-year Office Administration - Executive Ontario College Diploma program 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, database and project management.

Students also have the option to gain real-world experience through a paid co-operative education (co-op) work term (see Additional Information for more details). Please note that places in the co-op work term are subject to availability and academic eligibility. Please note admission to the co-op program does not guarantee a co-op 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.
- Work effectively under time constraints.
- Have the ability to work at a computer for extended periods of time.

### Employment

Graduates may find employment in administrative fields within the private and public sectors (corporations, small or medium-sized 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 within specific deadlines and according to set priorities.
- 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
ENL1962	English Fundamentals	42.0
OFF2325	Keyboarding 1	14.0
OFF2326	Digital Workspace Applications	42.0
OFF2335	Presentation Applications	28.0
OFF2336	Document Production 1	56.0
OFF2338	Administrative Skills and Procedures	70.0
QUA2227	Business Math Foundations	42.0
Level: 02	Courses	Hours
ACC2207	Bookkeeping	56.0
ENL1813B	Communications I	42.0
OFF2300	Advanced Word Processing	56.0
OFF2327	Keyboarding 2	14.0

OFF2337	Document Production 2	56.0
OFF2395	Spreadsheet Applications (OA)	56.0
<b>Choose one from equivalencies: Courses</b>		<b>Hours</b>
GED0210	General Education Elective	42.0
<b>Level: 03</b>	<b>Courses</b>	<b>Hours</b>
ACC2208	Accounting Practices	56.0
OFF2279	Desktop Publishing	56.0
OFF2291	Database and Project Management	56.0
OFF2328	Travel and Meeting Management	28.0
OFF2329	Keyboarding 3	14.0
<b>Choose one from equivalencies: Courses</b>		<b>Hours</b>
GED0210	General Education Elective	42.0
<b>Co-op: 01</b>	<b>Courses</b>	<b>Hours</b>
WKT0018	Work Term I	
<b>Level: 04</b>	<b>Courses</b>	<b>Hours</b>
OFF2319	Simulated Practicum	56.0
OFF2330	Keyboarding 4	14.0
OFF2331	Portfolio and Career Management	28.0
OFF2333	Event and Conference Management	56.0
OFF2334	Executive Integrated Projects	56.0
<b>Choose one from equivalencies: Courses</b>		<b>Hours</b>
GED0210	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.

## Admission Requirements for the 2024/2025 Academic Year

### Program Eligibility

- There is no direct entry to this program. Students must apply to, and complete, the Office Administration - General program in order to have entry into Level 03 of the Office Administration - Executive program.

## Admission Requirements for 2023/2024 Academic Year

### Program Eligibility

**Direct Entry to Second Year:** Students who have completed Algonquin's Office Administration - General certificate program, or equivalent, will be admitted directly into second year. Students returning to second year registering for the double diploma (Office Administration-Executive and Legal) are required to have a GPA of 2.0 with a recommendation of a GPA of 2.7. Interested applicants should contact the Marketing, Entrepreneurship, and Office Studies Department.

### Application Information

#### **OFFICE ADMINISTRATION - EXECUTIVE (CO-OP AND NON CO-OP VERSION)** **Program Code 0210A01FWO**

The first year of the two-year Office Administration - Executive program is the Office Administration - General program. Students must initially apply to 0210X Office Administration - General. Upon completion of the Office Administration - General program, students who want to continue on to Levels 03 and 04 of the Office Administration - Executive program may apply directly with the Coordinator.

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

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

Applications are available online at <http://www.ontariocolleges.ca/>.

Applications to the Office Administration- General program 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  
1385 Woodroffe Ave  
Ottawa, ON K2G 1V8  
Telephone: 613-727-0002  
Toll-free: 1-800-565-4723  
TTY: 613-727-7766  
Fax: 613-727-7632  
Contact: <https://www.algonquincollege.com/ro>

### Additional Information

#### **CO-OP INFORMATION:**

All applicants apply directly to the Office Administration - General program through <http://ontariocolleges.ca/> or our International Application Portal. Graduates of the Algonquin College Office Administration - General program will be admitted directly into second year of the non-co-op version of the Office Administration - Executive program. Students may elect to participate in the co-op version, two terms prior to the first co-op work term, subject to availability and academic eligibility.

Co-operative education (Co-op) allows students to integrate their classroom learning with a real-world experience through paid work terms. Two academic terms prior to the cooperative education work term, students are required to actively participate in and successfully complete the self-directed co-op course, readiness activities and workshops.

Students must actively conduct a guided, self-directed job search and are responsible for securing approved program-related paid co-op employment. Students compete for co-op positions alongside students from Algonquin College and other Canadian and international colleges and

universities. Algonquin College's Co-op Department provides assistance in developing co-op job opportunities and guides the overall process, but does not guarantee that a student will obtain employment in a co-op work term. Co-op students may be required to relocate to take part in the co-op employment opportunities available in their industry and must cover all associated expenses; e.g., travel, work permits, visa applications, accommodation and all other incurred expenses.

Co-op work terms are typically 14 weeks in duration and are completed during a term when students are not taking courses. For more information on your program's co-op level(s), visit the courses tab on your program's webpage.

International students enrolled in a co-op program are required by Immigration, Refugees and Citizenship Canada (IRCC) to have a valid Co-op/Internship Work Permit prior to commencing their work term. Without this document International students are not legally eligible to engage in work in Canada that is part of an academic program. The Co-op/Internship Work Permit does not authorize international students to work outside the requirements of their academic program.

For more information on co-op programs, the co-op work/study schedule, as well as general and program-specific co-op eligibility criteria, please visit [www.algonquincollege.com/coop](http://www.algonquincollege.com/coop).

**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.

This full-time day program is offered on the Woodroffe Campus. It is also offered on the Pembroke Campus as a 43-week non-semestered Ontario College Diploma program. While the learning outcomes at the Woodroffe and Pembroke Campuses are the same, the curriculum order and subject delivery are reflective of local circumstances which affect program delivery.

## Contact Information

### Program Coordinator(s)

- Sandra Marchant, <mailto:marchas@algonquincollege.com> , 613-727-4723, ext. 5631

## Course Descriptions

### ACC2207 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 using Generally Accepted Accounting Principles (GAAP). Activities focus on the manual preparation of accounting records.

Prerequisite(s): none

Corerequisite(s):none

### ACC2208 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): ACC2207

Corerequisite(s):none

### ENL1813B Communications I

Communication remains an essential skill sought by employers, regardless of discipline or field of study. Using a practical, vocation-oriented approach, students develop stronger grammar and

business-writing skills to become effective business communicators. 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

### **ENL1962 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, grammar, 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

### **GED0210 General Education Elective**

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

Prerequisite(s): none

Corerequisite(s):none

### **GED0210 General Education Elective**

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

Prerequisite(s): none

Corerequisite(s):none

### **GED0210 General Education Elective**

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

Prerequisite(s): none

Corerequisite(s):none

### **OFF2279 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): OFF2300

Corerequisite(s):none

### **OFF2291 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

### **OFF2300 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

### **OFF2319 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): OFF2279 and OFF2291 and OFF2337 and OFF2338 and OFF2395  
Corerequisite(s):none

### **OFF2325 Keyboarding 1**

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

### **OFF2326 Digital Workspace 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.

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

### **OFF2327 Keyboarding 2**

Possessing efficient keyboarding skills are essential for productivity in today's office environment. 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): OFF2325  
Corerequisite(s):none

### **OFF2328 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

### **OFF2329 Keyboarding 3**

Speed and accuracy in keyboarding are paramount in today's office environment. Students continue to build on the keyboarding skills developed in level 2, increasing their accuracy and speed using an automated software application in an online environment to meet productivity standards.

Prerequisite(s): OFF2327  
Corerequisite(s):none

### **OFF2330 Keyboarding 4**

Administrative professionals consistently perform at the highest industry standard for keyboarding. Students continue to build on keyboarding skills developed in level 3, increasing accuracy and speed using an automated software application in an online environment to meet productivity standards.

Prerequisite(s): OFF2329  
Corerequisite(s):none

### **OFF2331 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

### **OFF2333 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

### **OFF2334 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): OFF2279 and OFF2291 and OFF2337 and OFF2338 and OFF2395  
Corerequisite(s):none



**OFF2335 Presentation 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

**OFF2336 Document Production 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.

Prerequisite(s): none

Corerequisite(s):none

**OFF2337 Document Production 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.

Prerequisite(s): OFF2325 and OFF2336

Corerequisite(s):none

**OFF2338 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

**OFF2395 Spreadsheet Applications (OA)**

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

**QUA2227 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

**WKT0018 Work Term I**

Students gain valuable on-the-job experience. This cooperative education work term develops further technical expertise for students.

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