Area of Interest: Business

Office Administration - Executive

Ontario College Diploma
43 Weeks
Pembroke Campus

Academic Year: 2020/2021
Program Code: 0210A04FPM

Our Program

Play a key role in operational success by specializing 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:

- human resources
- social media
- office management
- domestic and international travel
- event planning
- finance

Enhance your MS Office suite abilities through document production, transcription, desktop publishing, accounting practices, and database and project management. You also have the opportunity to participate in an executive administration environment work placement, allowing you to practice your skills.

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.
- Possess good communication (written, verbal, technology) and interpersonal abilities.
- Are well-organized, pay attention to detail, multi-task and can work effectively under time constraints.
- Have the ability to work at a computer for extended periods of time.
- Possess basic numeracy skills.

Employment

Graduates may find employment in administrative fields within the private and public sectors (corporations, small or medium size businesses, government, institutions and associations) such as financial, legal, business or personnel administration. With further experience, graduates may
progress to positions as administrative officers, senior executive assistants or 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**

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<th>Level: 01</th>
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<td>GED7201</td>
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Fees for the 2020/2021 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](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](https://www.algonquincollege.com/ro).

Fees are subject to change.

Additional program related expenses include:
As a student in a program that has adopted a combination of hardcopy and digital resources, your required textbooks may be purchased at the campus bookstore.

Additional textbooks and supplies, including a calculator, cost approximately $2,200 for the program duration.

Admission Requirements for the 2021/2022 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.

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

Admission Requirements for 2020/2021 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).
- International applicants must provide proof of the subject specific requirements noted above along with proof of either: (IELTS / TOEFL) 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.
- Applicants with international transcripts must provide proof of the subject specific requirements noted above and may be required to provide proof of language proficiency.

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://www.algonquincollege.com/pembroke

Additional Information
Programs at Algonquin College are Bring Your Own Device (BYOD). To see the BYOD requirements for your program, please visit: [https://www7.algonquincollege.com/byod/](https://www7.algonquincollege.com/byod/).

This program is offered as a 43-week compressed diploma program at the Pembroke Campus. It is also offered at the Ottawa Campus as a two-year program. Part-time students may be considered if space is available.

Students must meet a words-per-minute typing speed target in order to graduate. Applicants are encouraged to develop keyboarding skills prior to beginning the program.

For more information, please contact Connie Poupore, Program Coordinator, at 613-735-4700 ext. 2631 or [mailto:pouporc@algonquincollege.com](mailto:pouporc@algonquincollege.com).

### 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
Corequisite(s): none

**ACC3030 Accounting Practices**

Administrative assistants are often asked to contribute to the accounting process in small offices. Throughout this course, 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 business software.

Prerequisite(s): ACC2216
Corequisite(s): none

**ENL7683 Business Communication**

Students explore and apply advanced level business communication skills through group discussions, lectures and workshops. Students develop front-line communication skills, prepare written business correspondence, create social media messages and develop other skills required in today's business workplace.

Prerequisite(s): ENL7777
Corequisite(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
Corequisite(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

**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

**GED7201 Interpersonal Relations**

In the context of increased use of technology in today's workplace, the human touch remains a cornerstone of business interactions and the successful achievement of goals. Students analyze interpersonal relations and effective digital communication in the workplace. Discussions and projects investigate important contemporary topics including cultural diversity, teamwork, problem solving and ethics. Students are provided with an opportunity to develop productivity, stress management skills and other competencies for building relationships in the workplace.

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

**LFS7683 Workplace Preparation**

Effective job search requires the right skills and strategies, and being prepared is the most important part of searching for employment. Students are introduced to the concepts of self-marketing and create an employment portfolio in preparation for their employment search. Topics include job search skills, cover letter and resume writing, and effective self-marketing strategies.

Prerequisite(s): OFF7160 and OFF7165
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 GED7201 and GEN7300 and LFS7683 and MAT7615 and OFF7133 and OFF7134 and OFF7160 and OFF7161 and OFF7165
MAT7615 Business Math Foundations

Fundamental mathematical skills are necessary to be successful when working in a business or office environment. Students review basic mathematical calculations and apply these skills in a variety of business and financial situations. Students learn to calculate fractions, decimals, percentages and word problems including banking, payroll deductions, simple interest and trade discounts.

Prerequisite(s): none

OFF7133 Executive Integrated Projects I

With ever-changing organizational needs, administrative professionals are being relied on to provide the essential support that facilitates communications and assist in the planning and coordination of projects. Students are introduced to the principles of project management and project management software as well as applying this knowledge to the planning, coordinating and implementation of an event. Knowledge of administrative procedures is further enhanced by developing skills in arranging and participating in meetings, travel arrangements, transcribing documents, efficiently working in a team environment, and producing documents in an acceptable business format with emphasis on proofreading, speed and accuracy.

Prerequisite(s): OFF7160 and OFF7161 and OFF7165

Corerequisite(s): OFF7172 or OFF7174

OFF7134 Executive Integrated Projects II

Executive level administrative professionals require strong organizational skills, attention to detail, initiative, and excellent communication skills. Students enhance their administrative skills through simulated office situations involving practical office activities to further develop skills in effectiveness and efficiency using office technology. Emphasis is placed on initiative, good judgment, speed and accuracy in the production of a variety of business documents from rough draft and voice files. The importance of project planning and documentation, as well as Internet navigation and research skills are reinforced and assessed through simulated business projects.

Prerequisite(s): OFF7133 and OFF7172 and OFF7174 and OFF7252

Corerequisite(s): none

OFF7160 Document Production I

Keyboarding is an essential skill in today's office environment. Students develop skills in the production of business correspondence, memos, letters and reports when working on assigned projects. Emphasis is placed on proper keyboarding technique and the development of proofreading skills in the production and formatting of basic business documents. Document production skills that meet acceptable business standards for speed and accuracy are assessed.

Prerequisite(s): none

Corerequisite(s): OFF7165

OFF7161 Administrative Procedures

In today's automated office environment the administrative assistant performs a variety of duties and shares responsibility to ensure the smooth flow of information. Topics explored include support staff responsibilities, time management, front-line reception and public relations, records management, postal and courier services, handling banking transactions, reference sources, researching tools and techniques and the use of computerized office tools. Group projects, discussions, online activities, and simulated on-the-job situations are used to help students develop the skills and attitude expected of an office professional.

Prerequisite(s): none
OFF7165 Computer Fundamentals and Text Editing

The ability to effectively use a computer system to manage data and create a variety of documents is expected of today's office worker. Through hands-on activities and problem solving techniques, students develop computer operation skills with the use of automated tools in the creation, manipulation and format of documents with an emphasis on text editing features following correct business formats. Students practice file management, the use of automated writing tools, document report formatting, mail merge and the use of slide show presentation software.

Prerequisite(s): none

OFF7172 Document Production II

With the use of technology, keyboarding speed and accuracy is a “must have” skill in today's office. Students enhance their keyboarding speed and accuracy when working on assigned projects. Further development of formatting skills is achieved by producing a variety of business documents such as tables, letters, memoranda, reports including outlines and charts, using current word processing software and document production skills that meet acceptable business standards for speed and accuracy are assessed.

Prerequisite(s): OFF7160 and OFF7165

OFF7174 Desktop Publishing

Whether it's for print or for the web, an understanding of the design considerations for layout of desktop published documents and the sophisticated features used in desktop publishing through computerized software packages help to produce visually appealing and professional documents. Students develop critical-thinking, decision-making and design skills to produce professional looking documents, as well as the ability to organize, illustrate and professionally deliver ideas through the use of presentation software. Students produce a portfolio that demonstrates the concepts learned.

Prerequisite(s): OFF7165

OFF7178 Applied Office and Data Management

Many administrative assistants who work in a small office are required to function as office managers. Students undertake simulated projects that profile the responsibilities of an office manager in a small office environment. Areas of concentration include office systems management, database management, human resources management, safety and accessibility, management skills, conflict resolution and corporate visibility and promotion through social media.

Prerequisite(s): OFF7133 and OFF7172 and OFF7174 and OFF7252

OFF7252 Spreadsheet Applications

Many businesses use spreadsheets to organize numerical and financial data and to analyze and evaluate information. Through hands-on activities, exercises and group work, students develop critical-thinking, decision-making and design skills to produce accurate, professional looking electronic spreadsheets related to financial statements, tables, invoices/receipts and charts. Statistical, logical and financial functions are studied and applied.

Prerequisite(s): OFF7165

Corerequisite(s):none