



COMPUTERIZED OFFICE ADMINISTRATION (REFRESHER) PRINCE PHILIP DRIVE CAMPUS

College of the North Atlantic, Prince Philip Drive campus in St. John's is now accepting applications for the Computerized Office Administration Refresher program starting September 2010. Are you planning on returning to work? Update your computerized office skills and prepare for today's job market. This program will provide learners with training in Outlook, Word, Excel, PowerPoint, Access, Keyboarding, professionalism, bookkeeping, computerized accounting and business communications.

As this program is funded by the new Labour Market Agreement (LMA) and the Strategic Training and Transition Fund (STTF), subsidized tuition may be available.

Start Date: **September 2010**

Duration: 20 weeks

Entrance requirements: High School graduation plus three years office administration/secretarial work experience validated with a letter of reference from a previous employer.

For more information please contact:

Prince Philip Drive Campus

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so much more. www.cna.nl.ca 1 888 982 2268



COLLEGE OF THE
North Atlantic

Curriculum: Computerized Office Administration Refresher Program

AC1100 Bookkeeping I – 75 hours

Bookkeeping I is a study of the fundamental principles, the mechanics of bookkeeping, recording, classifying, and the summarizing of financial data for a service business; it involves the control of cash, petty cash, banking procedures, and payroll accounting.

AC2230 Computerized Accounting I – 75 hours

This course introduces the learner to the concepts of a basic integrated accounting software package such as Simply Accounting. The major topics covered in this course are: introduction to software, general ledger system, accounts payable system, accounts receivable system, payroll system, and inventory system.

CM2150 Workplace Correspondence – 60 hours (45 + PowerPoint)

This course is designed to introduce students to the principles of effective communication including letters, memos, short report writing, oral presentation and interpersonal communications.

Upon completion of the course, students will be able to understand and apply communication skills as outlined in the Employability Skills 2000, Conference Board of Canada; understand the importance of well-developed writing skills in business and in career development; understand the purpose of the various types of business correspondence; examine the principles of effective business writing; examine the standard formats for letters and memos; write effective letters and memos; examine the fundamentals of informal reports and the report writing procedure; produce and orally present an informal report; examine effective listening skills and body language in communication.

CP2310 Electronic Spreadsheet Applications – 60 hours

To introduce students to the concepts and applications of electronic spreadsheets.

DM1201 Document Production II – 150 hours

This course further develops keyboarding speed and accuracy and increases proficiency in document production using intermediate to advanced word processing applications. Keyboarding speed on straight copy material is developed to 40 to 50 net words per minute for five (5) minutes. Topics covered include advanced print functions; further reinforcement of file management and skills in the production of business correspondence, tables and forms and reports. Students will also receive a one- to two-week introduction to alternate word processing software.

OF1101 Office Management II – 60 hours

This course examines filing systems and procedures used by office workers, manual and electronic methods of information storage and retrieval, types of microforms, and the need for records retention. Proper procedures for handling mail, planning and organizing business travel, good customer-service techniques, and researching information are also explored.

OF2101 Office Management IV – 60 hours

Students will complete an office simulation that will require them to perform research, make decisions, and apply time management skills.

MC1150 Productivity Tools – 75 hours

This course is designed to give the student a working knowledge of a software suite. Particular emphasis is given to the word processing, spreadsheet, database or presentation components of the suite, e-mail and internet.

Workplace Hazardous Materials Information System (WHMIS)

Standard First Aid



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