

DIPLOMA

- **Two years**
- **Start date varies:** At some campuses the program begins in September; at others seats are filled as vacancies occur. Please check with the campus concerned.
- **Baie Verte, Bay St. George, Bonavista, Burin, Clarendville, Corner Brook, Grand Falls-Windsor, Happy Valley-Goose Bay, Port aux Basques, Prince Philip Drive, St. Anthony Campuses, and through @ College Distributed Learning Service (DLS)**

COURSES

| CODE | TITLE | Hrs/wk | | |
|-------------------|--------------------------|--------|----|----|
| | | Cr | Le | La |
| Semester 1 | | | | |
| AC1100 | Bookkeeping I | 4 | 3 | 2 |
| CM1100 | Writing Fundamentals | 3 | 3 | 1 |
| CP1450 | Operating Systems | 2 | 1 | 2 |
| DM1200 | Document Production I | 6 | 4 | 6 |
| EP1110 | Introduction to Business | 4 | 4 | 0 |
| OF1100 | Office Management I | 3 | 3 | 1 |

| CODE | TITLE | Hrs/wk | | |
|-------------------|--------------------------|--------|----|----|
| | | Cr | Le | La |
| Semester 2 | | | | |
| AC2100 | Bookkeeping II | 4 | 3 | 2 |
| CM2100 | Workplace Correspondence | 3 | 3 | 0 |
| CP2310 | Spreadsheets | 3 | 2 | 2 |
| DM1201 | Document Production II | 6 | 4 | 6 |
| DM1300 | Transcription I | 3 | 2 | 2 |
| OF1101 | Office Management II | 3 | 3 | 1 |

Year 1 courses can be completed at campuses offering the Office Administration certificate program.

| CODE | TITLE | Cr | Le | La |
|----------------------------------|----------------------------------|-----|----|-----|
| Semester 3 (Intersession) | | | | |
| OJ1110 | Work Exposure (Certificate Only) | C/I | 3 | wks |

| CODE | TITLE | Cr | Le | La |
|-------------------|---------------------------|-----|-----|----|
| Semester 4 | | | | |
| AC2230 | Computerized Accounting I | 3 | 2 | 3 |
| CM2200 | Oral Communications | 2 | 2 | 0 |
| DM1301 | Transcription II | 3 | 2 | 2 |
| DM2200 | Document Production III | 6 | 4 | 6 |
| OF2100 | Office Management III | 3 | 3 | 1 |
| Elective | | 2-4 | 2-4 | 0 |

| CODE | TITLE | Cr | Le | La |
|-------------------|----------------------------------------------------|-----|-----|----|
| Semester 5 | | | | |
| CP2320 | Micro Database Applications | 2 | 1 | 2 |
| DM2201 | Document Production IV | 6 | 4 | 6 |
| OF2101 | Office Management IV | 3 | 3 | 1 |
| PS2340 | Organizational Behaviour | 4 | 4 | 0 |
| SD1910 | Workplace Success and the Administrative Assistant | 2 | 2 | 0 |
| Elective | | 2-4 | 2-4 | 0 |

| CODE | TITLE | Cr | Le | La |
|-------------------|---------------|-----|----|-----|
| Semester 6 | | | | |
| OJ1250 | Work Exposure | C/I | 6 | wks |

Students must achieve a typing speed of 40 net words per minute at the end of Semester 5 in order to be eligible for an Office Administration (Executive) Diploma from the College.

BUSINESS

Office Administration (Executive)

This two-year diploma program is designed to enable students to acquire the knowledge and skills needed to work as administrative assistants in today's modern office.

The major components of the program include document production, transcription, and office management. Related courses include communications, computerized accounting, computer applications, and organizational behaviour.

ENTRANCE REQUIREMENTS

Comprehensive Arts and Science Certificate (College Transition program),

OR

High School Graduation,

OR

Adult Basic Education (Level III) Graduation,

OR

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile),

OR

Persons 19 years of age or older who do not meet the educational prerequisites for this program may be considered on an individual basis under the Mature Student Clause. It is recommended that the mature student have a good working knowledge of English and Mathematics.

