

# Office Administration (Records and Information Management)

This two-year diploma program incorporates a strong emphasis on office management, computer skills, and an intense study of records and information theories and practices. Major areas are Record Management Principles and Procedures, Document Production, and Office Management. Related areas include Communications (oral and written), Organizational Behaviour, and Human Resource Management.

**ENTRANCE REQUIREMENTS**

Comprehensive Arts and Science Certificate (College Transition program),

**OR**

High School Graduation,

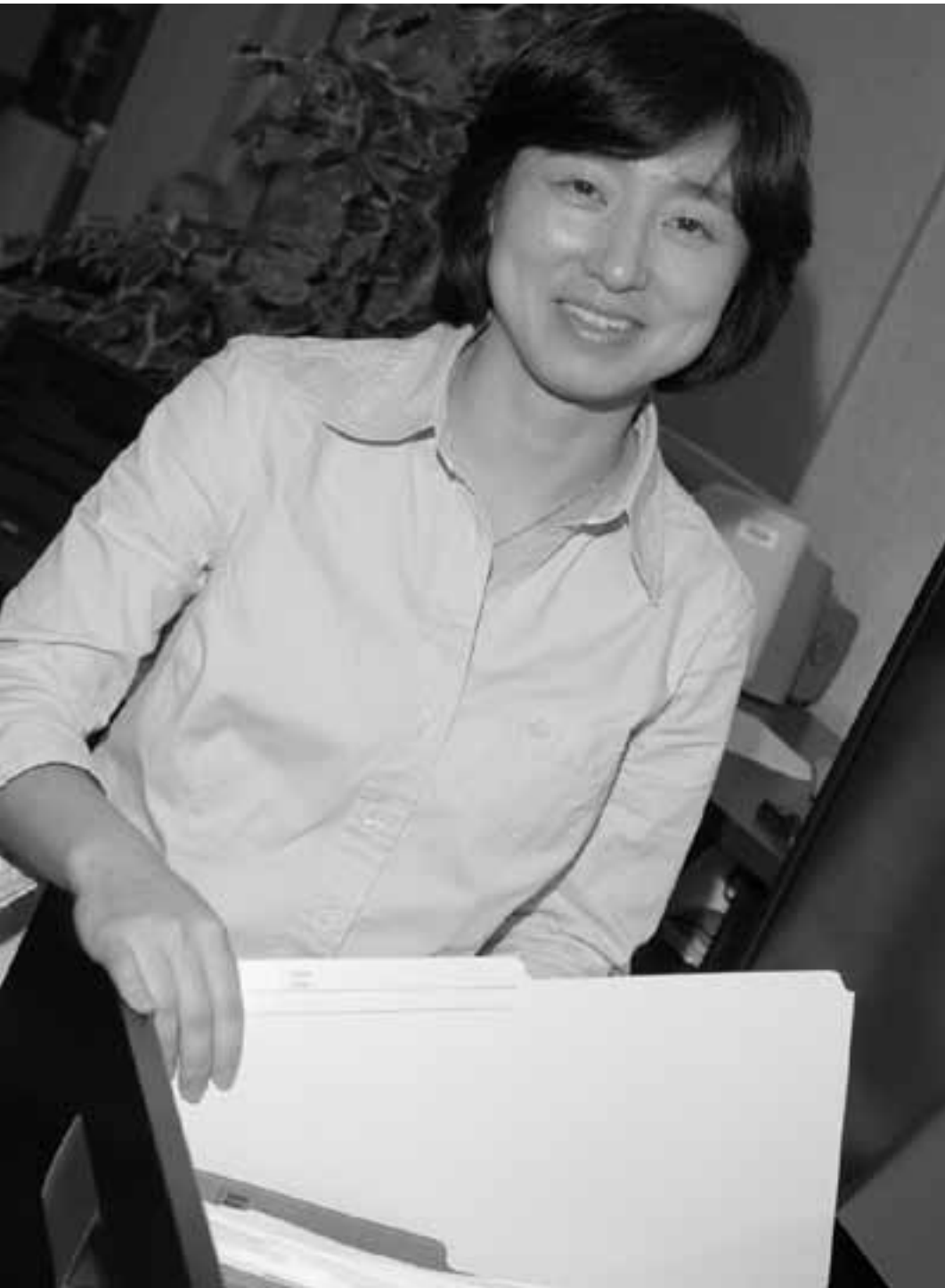
**OR**

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 knowledge of English and Mathematics.



**DIPLOMA**

- Two years
- September start
- Bay St. George & Prince Philip Drive Campuses
- **Note:** This program is offered through Continuing Education at Prince Philip Drive Campus in addition to the regular full-time program.

**COURSES**

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<b>Semester 1</b>				
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

<b>Semester 2</b>				
AC2100	Bookkeeping II	4	3	2
CM2100	Workplace Correspondence	3	3	0
CP2310	Electronic Spreadsheet Applications	3	2	2
DM1201	Document Production II	6	4	6
DM1300	Transcription I	3	2	2
OF1101	Office Management II	3	3	1

<b>Semester 3 (Intersession)</b>				
OJ1110	Work Exposure (Certificate Only)	C/I	3	wks

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

<b>Semester 4</b>				
CM2200	Oral Communications	2	2	0
CP2320	Micro Database Applications	2	1	2
DM2200	Document Production III	6	4	6
PS2340	Organizational Behaviour	4	4	0
RP1100	Introduction to Records Management	4	4	0
RP1200	Archives Principles	2	2	0
RP1300	Active and Semi-active Records	2	2	0

<b>Semester 5</b>				
CM2300	Report Writing	2	2	0
DM2201	Document Production IV	6	4	6
OF2100	Office Management III	3	3	1
RP1101	Management and Control of Records	4	4	0
RP1400	Information Security and Procedures	2	2	0
RP2200	Classification Systems	2	2	1
Elective		3	3	0

<b>Semester 6</b>				
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 (Records and Information Management) Diploma from the College.**