

Office Administration

Graduates from the certificate program will acquire knowledge and office skills for entry-level employment in the office of today.

OBJECTIVES

1. To develop competencies needed to enhance personal and professional growth through lifelong learning.
2. To develop communication, problem-solving, and human relations skills to effectively complete assigned responsibilities individually and in a team environment.
3. To develop proficiency in business computer applications such as word processing, spreadsheets, databases, E-mail, and Internet.
4. To produce accurate business documents within established deadlines by applying organizational and technological skills.
5. To develop basic accounting skills.
6. To develop records management skills to facilitate the effective flow of information.
7. To organize meetings, special events, and travel including the preparation of related documents.

CAREER OPPORTUNITIES

Graduates of the diploma program may expect to find employment opportunities in both the public and private sectors, including all levels of government, legal and medical offices, accounting firms, hospital and education facilities, and general business offices. As well as acquiring skills and knowledge necessary to become effective employees in today's electronic office, graduates may gain insight into the creation of a small business of their own. Graduates are trained for the following specific positions: administrative assistant, word processing operator, computerized bookkeeping, data processing, legal transcription, medical transcription, microcomputer specialist as well as additional employment opportunities depending on electives selected.

Graduates from the certificate program may obtain employment as an entry-level administrative assistant, office clerk, data entry clerk, or word processing operator.

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.

PROGRAM TRANSFERABILITY

The Office Administration Program offers exit points after Year 1 and Year 2.

Year 1: The first year is a common year at the end of which students may graduate with an Office Administration Certificate.

Year 2: Students going on to complete the diploma program can select one area of specialization for the second year from the following options: Executive, Legal, Medical, Records and Information Management.

CERTIFICATE

- **One year**
- **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, Clarenville, Corner Brook, Grand Falls-Windsor, Happy Valley-Goose Bay, Port aux Basques, Prince Philip Drive, St. Anthony, Labrador West 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
Semester 2				
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
Semester 3 (Intersession)				
OJ1110	Work Exposure (Certificate only)	C/I	3	wks

Students must achieve a typing speed of 30 net words per minute at the end of Semester 2 in order to be eligible for an Office Administration Certificate from the College.

