

## 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, Clarenville, Corner Brook, Grand Falls-Windsor, Happy Valley-Goose Bay, Labrador West, Port aux Basques, Prince Philip Drive, St. Anthony Campuses, and through Distributed Learning (DL)**

## 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	Spreadsheets	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

The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.

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

CODE	TITLE	Cr Le La		
		Cr	Le	La
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 (minimum 2-4 credits)		2-4	2-4	0

CODE	TITLE	Cr Le La		
		Cr	Le	La
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 (minimum 2-4 credits)		2-4	2-4	0

CODE	TITLE	Cr Le La		
		Cr	Le	La
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

Eligibility for admission requires the applicant to meet one of the following academic criteria:

#### 1. High School

High School Graduation

#### 2. Comprehensive Arts and Science Certificate (CAS) Transition

#### 3. Adult Basic Education

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

#### 4. Mature Student Status

Applicants who do not meet the educational prerequisites for this program, are 19 years of age or older, and have been out of school for at least one year may be considered on an individual basis under the Mature Student Clause.

### ACCREDITATION

Office Administration (Executive) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) in all campus locations. ACBSP is the leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

