

Office Administration

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

OBJECTIVES

1. Demonstrate a positive attitude in a business environment to help ensure successful integration into the workplace.
2. Independently organize and manage the activities of an administrative workplace environment for effective and efficient performance.
3. Demonstrate effective written and oral communication skills for use in the business environment.
4. Utilize effective interpersonal and teamwork skills to adapt to various business/community working environments.
5. Conduct research; analyze and present relevant data for use in a business environment.
6. Record financial transactions using generally accepted accounting principles for use in a business environment.
7. Utilize and integrate technology to produce business documents at an advanced level using standard document formatting guidelines.

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

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.

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, Labrador West, Port aux Basques, Prince Philip Drive, St. Anthony Campuses, and through Distributed Learning (DL)**

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)			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.

