

# Office Administration

## Diploma

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### Program Objective

This program prepares students to join the work force at a skilled level. Skilled Office Administration Specialists are better prepared to advance to their chosen career areas in today's business environment. Each student graduates with a sense of achievement, ensuring the beginning of a successful career.

### Program Notes

Tuition fees include all materials and student manuals. Financial assistance may be available to qualified students.

Graduation requirements:

Students must achieve a 75% program average to obtain a diploma.

### Career Opportunities

Skilled Office Administration Specialists are an integral part of today's business office. Opportunities for advancement are better than ever in this area, especially for those students who show initiative and are prepared to increase their knowledge of computer applications.

### Duties & Responsibilities

- Requires an understanding of various software applications.
- Ability to supervise and perform a wide variety of office related duties.

### Personal Attributes Required

- Self-motivated
- Dependable
- Cooperative
- Excellent communication skills
- Professional
- Good interpersonal skills

### Admission Requirements

Grade 12 or equivalent or Mature Student Status.

Courses are open to any applicant who possesses a good command of the English language and is able to follow instructions.

An admissions interview will be administered to determine if the applicant has the required interest, motivation, and entry-level skills to take this program.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

Part-time students may set their own schedules to a minimum of two training sessions per week. These times may be scheduled during the day, evenings, or on weekends.

### Competencies upon Completion

#### CORE COURSES\*

- KEYBOARDING  
Minimum 40 words per minute
- BASIC COMPUTER CONCEPTS  
Introduction to Personal Computers
- OPERATING SYSTEMS  
Advanced level of proficiency in a Windows operating system
- SOFTWARE FUNDAMENTALS  
Basic level of proficiency using the Internet  
Intermediate level of proficiency in Microsoft Outlook, Microsoft Access, and Microsoft PowerPoint  
Advanced level of proficiency in Microsoft Word and Microsoft Excel
- OFFICE SKILLS  
Completion of Basic Bookkeeping Levels 1 & 2 and Office Procedures Levels 1 & 2

- **BUSINESS SKILLS**  
Completion of Business Correspondence Levels 1 & 2, Grammar Essentials for Business Writing, Business Math, Business Planning, Management Fundamentals, Customer Service, and Microsoft Publisher OR Microsoft Project Level 1
- **COMPUTERIZED ACCOUNTING**  
Completion of Simply Accounting
- **OFFICE SIMULATIONS**  
Complete four sets of practical applications and drills
- **EMPLOYABILITY SKILLS**  
Job Search and Résumé Writing and Thought Patterns for a Successful Career

*\*Note: Actual course selections may vary by campus and are made at the time of enrollment.*

