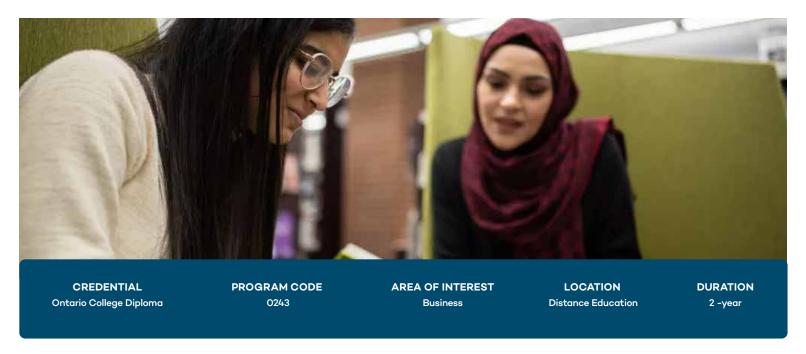


Office Administration - Executive



Overview

This two-year Diploma program will develop the administrative and technological skills you will need in order to meet the demands of the current and emerging business environment. Students will acquire a knowledge of business office procedures, document preparation, Microsoft Office applications, basic human resources practices, professionalism and ethics.



Top Highlights

- Develop advanced skills to give you a competitive edge in diverse business environments.
- Common semester 1 and 2 with the Office Administration – General program.



Employment Opportunities

Graduates of the program can explore the following career options:

- Executive assistant
- · Administrative assistant
- · Office coordinator
- Executive secretary



Lianne Jackson Program Officer - Distance Education

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Office Administration - Executive

Admission Requirements

- Ontario Secondary School Diploma (or equivalent) with courses from the College (C), University (U), University/College (U/C), or Open (O) preparation levels with Grade 12 English (C/U) Level.
- or successful completion of the Mature Student Assessment.
- or successful completion of the General Education Development Test (GED).
- or appropriate credits from the Academic and Career Entrance (ACE) program.

Courses Recommended

• Grade 11 College Preparation Mathematics.

Alternative Pathways

Applicants not meeting these admission requirements are encouraged to consider the College Access or General Arts and Science Certificate or General Arts and Science Diploma programs or Academic and Career Entrance (ACE); students who successfully complete one of these programs would be eligible to apply to programs in the Business, Hospitality & Tourism and Media Arts areas.

First Semester

OL 054	Computer Keyboarding Skills I
OL 257	Communication I
OL 370	Word Core
OL 612	Business Math
OL 700	Computers 1 - An Intro
OL 702	Excel - Core
OL 826	Outlook

Second Semester

OL 011	Access Core
OL 090	Accounting Basics I
OL 120	Office Technology and Procedures
OL 335	Organizational Business Communications
OL 704	MS Power Point
OL 976	Customer Service & Ethics

Third Semester

OL 062	Volunteer Management Foundations	
OL 135	Human Resource Management Principles	
OL 218	Interpersonal Communications	
OL 746	Computerized Accounting	
OL 803	Excel - Expert	
GE	Elective	
GE	Elective	
OL 010	Word Expert	
Fourth Semester		

OL 102	Business Law
OL 173	Introduction to Business Management
	and Organizational Behaviour
OL 351	Introduction to InterCultural Communication
OL 371	Software Application Integration
OL 372	Introduction to Project Management
OL 821	Introduction to Event Management
GE	Elective



Printed in Canada | 200 | September 23 | 2024

 ${\bf NOTE: Content\ subject\ to\ change.\ Visit\ the\ program\ website\ for\ the\ most\ current\ information.}$

