

OFFICE ADMINISTRATION - GENERAL

Program: OFAG

Credential: Ontario College Certificate

Delivery: Full-time + Part-time

Length: 2 Semesters

Duration: 1 Year

Effective: Fall 2023, Winter 2024

Location: Barrie (Fall, Winter)

Description

Students are prepared to assist in a wide variety of entry-level office settings by gaining skills and knowledge to support the management of an organization. By learning three key and interdependent functions: organization, processing information, and communication, students achieve a solid foundation to become an effective member of an office team. Students build technological competency through learning a variety of application packages utilized in businesses today. This program sets a basis for further educational growth and students may elect to transition for an additional year into enhanced and specialized learning leading to an Office Administration–Health Services or Office Administration-Executive diploma.

Career Opportunities

Graduates of this program may be employed in a variety of entry-level administrative assistant and clerical positions in manufacturing, transportation, telecommunications, entertainment, government, education, banking and numerous professional services.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics;
2. schedule and coordinate tasks, within specific deadlines and according to set priorities;
3. receive, process and distribute communications in the workplace to assist the flow of information;
4. operate and provide support related to the use of office equipment and technologies;
5. locate, file and retrieve documents and records from a variety of electronic and paper sources to support daily office operations;
6. record basic financial information using established document formats, procedures and accounting software;
7. produce routine business documents using available technologies and established standards and formats;
8. use interpersonal and client service skills to respond to diversity and to support the vision and mission of the organization;
9. compile resources as well as services to prepare summary reports;
10. select and use information technologies to support communication with internal and external stakeholders;
11. assist in the organization and coordination of meetings and travel arrangements;

12. apply basic entrepreneurial strategies employing critical thinking and ethics within the Office Administration field;
13. employ environmentally sustainable practices within the industry.

Program Progression

The following reflects the planned progression for full-time offerings of the program.

Fall Intake - Barrie

- Sem 1: Fall 2023
- Sem 2: Winter 2024

Winter Intake - Barrie

- Sem 1: Winter 2024
- Sem 2: Summer 2024

Admission Requirements

OSSD or equivalent with

- Grade 12 English (C or U)

Mature students, non-secondary school applicants (19 years or older), and home school applicants may also be considered for admission. Eligibility may be met by applicants who have taken equivalent courses, upgrading, completed their GED, and equivalency testing. For complete details refer to: www.georgiancollege.ca/admissions/academic-regulations/ (<https://www.georgiancollege.ca/admissions/academic-regulations/>)

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may also be considered for admission; refer to the Credit for Prior Learning website for details: www.georgiancollege.ca/admissions/credit-transfer/ (<https://www.georgiancollege.ca/admissions/credit-transfer/>)

Graduation Requirements

9 Program Courses
2 Communications Courses
1 Program Option Course
1 General Education Course

Graduation Eligibility

To graduate from this program, the passing weighted average for promotion through each semester, and to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester unless otherwise stated on the course outline.

Program Tracking

The following reflects the planned course sequence for full-time offerings of the Fall intake of the program. Where more than one intake is offered contact the program co-ordinator for the program tracking.

| Semester 1 | | Hours |
|-----------------|--|-------|
| Program Courses | | |
| COMP 1113 | Business Documentation and Text Processing | 42 |
| OFAD 1001 | Office Procedures and Strategies | 42 |
| OFAD 1007 | Computer Applications 1 for the Office | 42 |

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|---|--|------------|
| OFAD 1022 | Professional Development and Employability 1 | 42 |
| Communications Course | | |
| Select 1 course from the communications list during registration. | | 42 |
| General Education Course | | |
| Select 1 course from the general education list during registration. | | 42 |
| Hours | | 252 |
| Semester 2 | | |
| Program Courses | | |
| COMP 1013 | Advanced Business Documentation | 42 |
| MATH 1034 | Office Math Applications | 42 |
| COMP 1114 | Multi Media Communications | 28 |
| OFAD 1020 | Computer Applications 2 for the Office | 42 |
| OFAD 1023 | Professional Development and Employability 2 | 14 |
| Communications Course | | |
| Select 1 course from the communications list during registration. | | 42 |
| Program Option Course | | |
| Select 1 course from the program option courses listed below during registration. | | 42 |
| Hours | | 252 |
| Total Hours | | 504 |

Code Title

Program Option Courses may include:

| | |
|-----------|---|
| ACCT 1003 | Finance and Management Accounting |
| ADVE 1000 | Foundations of Advertising |
| ADVE 2004 | Public Relations |
| BUSI 1001 | Introduction to Organizational Behaviour |
| BUSI 2024 | Global Business and Culture |
| COMP 1002 | HTML, CSS, and JS Fundamentals |
| COMP 2003 | Relational Database |
| COMP 2093 | Macintosh and Design Basics |
| ECON 1000 | Microeconomics |
| ECON 2000 | Macroeconomics |
| ENTR 1000 | Social Entrepreneurship |
| ENTR 1001 | Student Teams for Entrepreneurship Projects |
| ENTR 1002 | Introduction to Entrepreneurship |
| ENTR 2009 | Entrepreneurship and Small Business |
| HURM 1000 | Human Resources Management Foundations |
| HURM 1002 | Labour Relations |
| HURM 1003 | Labour Economics |
| HURM 1004 | Compensation |
| HURM 1005 | Human Resources Planning |
| HURM 1007 | Recruitment and Selection |
| HURM 1022 | Occupational Health and Safety |
| LAWS 2000 | Business Law |
| MGMT 1000 | Retail Management |
| MGMT 2000 | Production and Operations Management |
| MGMT 2001 | Principles of Management |
| MKTG 1000 | Introduction to Marketing |
| MKTG 2004 | Introduction to Logistics |
| OFAD 1004 | Introduction to Legal Office Administration |
| OFAD 1006 | Introduction to Medical Terminology |
| OFAD 2014 | Bookkeeping for the Office Professional |

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| STAT 2000 | Statistics 1 |
| STAT 2001 | Statistics 2 |

Graduation Window

Students unable to adhere to the program duration of one year (as stated above) may take a maximum of two years to complete their credential. After this time, students must be re-admitted into the program, and follow the curriculum in place at the time of re-admission.

Disclaimer. *The information in this document is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs.*

Program outlines may be subject to change in response to emerging situations, in order to facilitate student achievement of the learning outcomes required for graduation. Components such as courses, progression, coop work terms, placements, internships and other requirements may be delivered differently than published.