

Simply a Better Way to Learn!



D I P L O M A

Office Administration

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

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.

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.

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.

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% passing mark per subject to obtain a diploma.

Competencies upon Completion

CORE COURSES*

Upon completion of the program the participant must demonstrate the following core competencies:

- KEYBOARDING
Minimum 40 words per minute.
- OPERATING SYSTEMS
OLE/DDE or Integrating Office 95 and a basic proficiency in three Windows operating systems.
- WORDPROCESSING
Advanced level of proficiency in at least one wordprocessing application and an intermediate level in an additional wordprocessing application.
- SPREADSHEETS
Intermediate level of proficiency in one spreadsheet application.
- DATABASE MANAGEMENT
Intermediate level of proficiency in one database application.



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- GRAPHICS/PRESENTATION
Basic level of proficiency in two graphics/presentation applications.
- OFFICE SKILLS
Intermediate/Advanced level of proficiency in conventional office procedures.
- BUSINESS SKILLS
Complete workplace success/intrapreneurship or management fundamentals.
- OFFICE SIMULATIONS
Complete three sets of practical exercises and drills.
- JOB SEARCH & RÉSUMÉ PREPARATION

ELECTIVE COURSES*

Students should complete three credits from any of these groups:

- OFFICE SKILLS
- BUSINESS SKILLS
- COMPUTERIZED ACCOUNTING
- SPREADSHEETS

**Note: See program folder for core course and electives course checklist.*



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