Office Administration - Executive
Ontario College Diploma (3 Semesters - 46 Weeks) (2086)
705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada

PROGRAM OVERVIEW

The Office Administration - Executive program is an accelerated course of study that will provide you with the opportunity to develop the skills and productivity tools needed to be a key part of the success in today’s highly specialized offices. In only three semesters taken consecutively, you can master the skills and knowledge traditionally offered in a full two-year semester program, earning you an Ontario College diploma in only 46 weeks.

The program includes a work placement to ensure you have the experience and connections you need to succeed in business, while providing you with in-depth training in all major software applications including word processing, spreadsheets, presentation graphics, database management, desktop publishing, webpage design, the Internet, and automated accounting. Emphasis is also placed on developing your decision-making, interpersonal, and customer-service skills, so you can be ready to embrace the opportunities before you.

Best of all, by completing the program at a non-traditional time of year, you will enter the job market at a time when most others are not, giving you unique advantage in your job search in an increasingly competitive economy.

If you are a Canadian citizen or permanent resident and are currently unemployed, you may qualify for Second Career funding for this program! To learn more about your options and how to get started, contact us at studentrecruitment@saultcollege.ca.

PROGRAM OUTCOMES

A graduate of the Office Administration - Executive Program at Sault College will reliably demonstrate the ability to:

1. Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics.
2. Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities.
3. Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information.
4. Operate and provide support related to the use, maintenance and procurement of office equipment and technologies.
5. Evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records.
6. Produce financial documents and reports by identifying and compiling relevant information and using accounting software.
7. Prepare and produce a variety of business documents using available technologies and applying industry standards.
8. Use interpersonal, leadership and client service skills to respond to diversity and to support the vision and mission of the organization.

9. Research, analyze and summarize information on resources and services and prepare summary reports with recommendations.

10. Select and use information technologies to support communication with internal and external stakeholders and to promote the organization.

11. Organize and coordinate meetings, conferences, special events and make travel arrangements, including the preparation of related documentation.

12. Support the implementation of projects by applying basic principles of project management.

Reference

Ministry of Training, Colleges and Universities Office Administration - Executive Program Standards (MTCU 52316), June 2015.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, Grade 11 Foundations for College Math (C) MBF3C, or mature student status.

ACADEMIC RECOMMENDATIONS

We recommend that students have basic keyboarding and computer skills, as well as spelling and grammar proficiency.

CAREER PATHS

Graduates of the Office Administration - Executive program are prepared for a variety of positions. These include administrative assistant, executive assistant, office coordinator, information specialist, receptionist, clerk-typist, secretary, and records management clerk. Executive graduates may find employment in private industry, government agencies, and medical and financial institutions. You would also be prepared to take further studies at Sault College, Algoma University, or Lake Superior State University knowing that you have all the tools you will need for success. The International Association of Administrative Professionals (IAAP) is the professional organization that awaits you upon graduation.

MANDATORY FEES

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<th>Domestic</th>
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<td>Tuition</td>
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These fees are for the 2019-2020 academic year (year 1 of study) and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

For more information, contact Program Coordinator Minttu Kamula at 705.759.2554, Ext.?2487 or email minttu.kamula@saultcollege.ca

PROGRAM OF STUDY

Module 1 - 7 Weeks
MTH117-2 Business Mathematics
OAD105-3 Applied Office Communications I
OAD113-1 Office Fundamentals
OAD115-5 Business Word Processing
OAD116-4 Computer Essentials
OAD106-3 Interpersonal Dynamics

Module 2 - 7 Weeks
MTH117-2 Business Mathematics
OAD105-3 Applied Office Communications I
OAD108-4 Spreadsheets - Level I
OAD113-1 Office Fundamentals
OAD114-2 Administrative Office Procedures
OAD118-2 Supporting Office Technology
OAD106-3 Interpersonal Dynamics

Select one of the following:
GAS120: Canada Eh!
GAS125: Food and Wine Pairings
OAD103-3 Employment Strategies
OAD109-4 Database Management and Applications
OAD110-4 Applied Office Communications II
OAD125-5 Advanced Document Production
GAS101: Rituals, Idols and Controversies in Sports
GAS103: What in the World is Going On?
GAS109: Music and Pop Culture
GAS116: Your Two Cents
GEN110: Student Selected General Education
HDG122: Personal and Academic Success Strategies
SSC102: Introduction to Aboriginal Peoples of Canada

Module 4 - 7 Weeks
OAD103-3 Employment Strategies
OAD110-4 Applied Office Communications II
OAD126-4 Desktop Publishing
OAD130-2 Social Media in the Workplace
REC302-2 Records Management

Select one of the following:
GAS103: What in the World is Going On?
GAS109: Music and Pop Culture
**GAS116: Your Two Cents**
**GEN110: Student Selected General Education**
**HDG112: Personal and Academic Success Strategies**
**SSC102: Introduction to Aboriginal Peoples of Canada**

**Note:** *Students must choose one of the identified Student Selected General Education Courses.*

**Module 5 - 7 Weeks**
ACC126-2 Bookkeeping
OAD209-4 Administrative Office Simulation
OAD217-3 Integrated Research
OAD300-3 Presentation Graphics
OAD302-2 Career Experience I

**Module 6 - 7 Weeks**
ACC300-4 Automated Accounting
OAD005-1 Keyboarding Speed Development
OAD203-3 Event Management
OAD206-3 Spreadsheets - Level II
GEN100-3 Global Citizenship

**Module 6 - 4 Weeks**
OAD303-3 Career Experience II

**Note:** Please note Students enrolled in OAD303 will participate in a four-week placement in August.

**Course Descriptions**

**Semester 1**

**Module 1 - 7 Weeks**

**Business Mathematics** *(MTH117) (2 credits)*
The student will study fractions, decimals, percentages, ratio and proportion, the metric system and conversion of units, and payroll calculations applying each of these to business problems. The course concludes with an introduction to statistics including preparing and interpreting graphs.

**Applied Office Communications I** *(OAD105) (3 credits)*
This course allows students to develop the high-level grammar skills necessary for the Office Administration profession. Students will gain an understanding of and appreciation for the correct usage of the English language through extensive practical application.

**Office Fundamentals** *(OAD113) (1 credits)*

Strong keyboarding and well-developed vocabulary skills are two essential skills needed by office professionals. This course will give students the opportunity to expand their vocabulary by mastering commonly misspelled business terms. Students will also use a keyboarding software program to practise and develop their keyboarding speed and accuracy. By the end of this course, students should be able to keyboard at a minimum speed of 30 gross words per minute with 98 percent accuracy.

**Business Word Processing** *(OAD115) (5 credits)*
This course is designed to provide the student with word processing and document formatting skills. The student will generate a wide variety of accurate business documents using efficient word processing techniques.
**Computer Essentials** (OAD116) (4 credits)

Office Administration professionals are required to be proficient and ethical in the use and operation of the personal computer to manage information and internal external communications at an advanced level. Students will work with the Windows operating system to perform computer-related office tasks and manage their computer, peripherals, networks, off-site access, and files effectively and efficiently. Outlook will also be studied to an advanced level as a complete time and information manager. In addition, students will use the Internet at an advanced level to research effectively. Appropriate use of information will be addressed to ensure an understanding of legislative requirements (Anti-Spam Legislation), as well as the etiquette and formatting of online communications.

**Interpersonal Dynamics** (OAD106) (3 credits)

In this course, students will learn techniques to build and maintain effective relationships with customers, teammates, colleagues, and employers. Emphasis will be placed on self-knowledge and discovery. The skills needed to work in teams, make decisions, problem solve, and manage conflict will also be introduced.

**Module 2 - 7 Weeks**

**Business Mathematics** (MTH117) (2 credits)

The student will study fractions, decimals, percentages, ratio and proportion, the metric system and conversion of units, and payroll calculations applying each of these to business problems. The course concludes with an introduction to statistics including preparing and interpreting graphs.

**Applied Office Communications I** (OAD105) (3 credits)

This course allows students to develop the high-level grammar skills necessary for the Office Administration profession. Students will gain an understanding of and appreciation for the correct usage of the English language through extensive practical application.

**Spreadsheets - Level I** (OAD108) (4 credits)

The spreadsheet format is commonly used to track inventory, enter accounting transactions, and predict future business moves. Basic spreadsheet concepts such as entering different types of data into a spreadsheet program, saving files, and revising data will be introduced. Students will then continue on to utilize formulas/functions, print reports, and create and use charts/graphs.

**Office Fundamentals** (OAD113) (1 credits)

Strong keyboarding and well-developed vocabulary skills are two essential skills needed by office professionals. This course will give students the opportunity to expand their vocabulary by mastering commonly misspelled business terms. Students will also use a keyboarding software program to practise and develop their keyboarding speed and accuracy. By the end of this course, students should be able to keyboard at a minimum speed of 30 gross words per minute with 98 percent accuracy.

**Administrative Office Procedures** (OAD114) (2 credits)

This course is an introduction to the basic office procedures and technology geared to reflect current changes in the workplace. Topics to be covered include human relations, time management, postal requirements, appointment scheduling, travel arrangements, meeting arrangements, telephone techniques, reference sources, and banking transactions.

**Supporting Office Technology** (OAD118) (2 credits)

Supporting and adapting to a rapidly changing workplace, especially in the areas of equipment and technology usage, maintenance, and procurement, are critical skills required by office professionals. In this course, students will identify existing and emerging technologies. As well, students will investigate and
work with the supports available to operate, maintain, and support office equipment and technology.

**Interpersonal Dynamics (OAD106) (3 credits)**

In this course, students will learn techniques to build and maintain effective relationships with customers, teammates, colleagues, and employers. Emphasis will be placed on self-knowledge and discovery. The skills needed to work in teams, make decisions, problem solve, and manage conflict will also be introduced.

**Semester 2**

**Canada Eh! (GAS120) (3 credits)**

What does it mean to be Canadian? This course will examine the people of Canada and aspects of life, such as food, music, television, art, language, etc. By examining our diversity, we will come to understand that there is more than one Canadian identity.

**Food and Wine Pairings (GAS125) (3 credits)**

Become a wine enthusiast and decipher the many complexities revealed in wine by developing the ability to pair food and wine in today’s culinary world. Whether planning to entertain in the comfort of one’s home, preparing for a business dinner meeting or developing food and wine menus for restaurants or special events, understanding how to pair food and wine is invaluable and a life skill. This course will explore the significance of food and drink by examining fundamental concepts of wine history, tradition and culture. Students will learn about terroir, wine terminology, production, storage, selection and how wine is properly served.

**Employment Strategies (OAD103) (3 credits)**

Aimed at creating the tools needed for a successful job search, this course provides students with the latest job search techniques and includes such topics as planning the employment search; preparing resumes, cover letters, and other related correspondence; and developing effective interview techniques.

**Database Management and Applications (OAD109) (4 credits)**

This course will develop the student’s knowledge of database software. Emphasis will be on designing and editing a table structure and forms; building queries; defining relationships; creating summary reports; performing calculations; and exporting, linking and importing data from other applications.

**Applied Office Communications II (OAD110) (4 credits)**

Advanced business communication skills are key to the role of the Office Administration professional. Emphasis is placed on efficient business writing for letters, memos, reports, and email.

**Advanced Document Production (OAD125) (5 credits)**

This course is designed to provide the student with advanced-level skills in word processing and document formatting with an emphasis on editing and proofreading techniques. The course offers a generic simulation which provides students with the opportunity to apply their word processing and editing skills. Use of a reference manual will reinforce grammar, style, formatting, and vocabulary skills.

**Rituals, Idols and Controversies in Sports (GAS101) (3 credits)**

This course gives students the opportunity to examine the many rituals, idols, and controversies surrounding the world of sports. Students will debate, discuss, and present a variety of popular topics in sports such as athlete salaries, performance-enhancing drugs and athlete product endorsement. This course will explore the impact these issues have on social and cultural aspects of human behaviour.

**What in the World is Going On? (GAS103) (3 credits)**

This course will give you the opportunity to build a strong awareness of current global issues. You will
explore various media such as radio, TV, Internet, newspaper, and magazines. Through discussions, debates, and presentations, students will focus on the main international headlines. Students will discover and develop a view of and understanding of the impact of events related to music, entertainment, fashion, sports, politics, economics, world issues, and human-interest stories.

**Music and Pop Culture** (GAS109) (3 credits)
This course will give students the opportunity to think creatively and critically about the influence of popular music. Students will explore different music genres (rock, metal, hip hop, and rap), their development and social significance. Students may explore music in film, commercials, war and protest, social and civil rights movements, and the contributions of specific artists to contemporary culture. The ways in which popular music has contributed to the current culture and, in turn, how culture has shaped popular music will be examined.

**Your Two Cents** (GAS116) (3 credits)
No matter one’s lifestyle, income, or background, each person has experienced and developed practices to how we relate to money. This course explores our relationship and personal understanding with money, and its place and value in our culture and individual lives.

**Student Selected General Education** (GEN110) (3 credits)
For Transfer Credit Purposes only.

**Personal and Academic Success Strategies** (HDG122) (3 credits)
This course will prepare you for the rigors of academic life and enable you to develop a personal profile for college and career success. The main focus of this course will include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, and developing emotional intelligence. In addition, you will develop and produce a 'Personal Profile' that will identify your personal learning style, communication style, and personality style to enable you to achieve success in learning about, understanding, and choosing the courses and careers that will lead to personal and professional satisfaction.

**Introduction to Aboriginal Peoples of Canada** (SSC102) (3 credits)
This course will provide participants with an introduction to the history and cultural survival of Canada’s Aboriginal people. Aboriginal worldview will be identified and discussed in both historical and modern perspectives. Students will review colonization, government policies and legislation, which provide a foundation for understanding modern Aboriginal life in Canada.

**Module 4 - 7 Weeks**

**Employment Strategies** (OAD103) (3 credits)
Aimed at creating the tools needed for a successful job search, this course provides students with the latest job search techniques and includes such topics as planning the employment search; preparing resumes, cover letters, and other related correspondence; and developing effective interview techniques.

**Applied Office Communications II** (OAD110) (4 credits)
Advanced business communication skills are key to the role of the Office Administration professional. Emphasis is placed on efficient business writing for letters, memos, reports, and email.

**Desktop Publishing** (OAD126) (4 credits)
Continuing from the word processing basics, students will combine basic design principles and production techniques to produce a variety of printed material such as stationery, business cards, posters, newsletters, resumes, etc. A practical, hands-on approach will be taken with emphasis on producing professional materials, but specific desktop publishing terminology must be mastered. Students will make
use of graphics, scanners, digital cameras, and specialty papers.

**Social Media in the Workplace** (OAD130) (2 credits)

Several key information technologies are used in the workplace to communicate with stakeholders and promote the organization, such as Twitter, Facebook, YouTube, and web pages. Students will select, develop, and maintain these online resources by contributing accurate, timely, and relevant content to social media sites in accordance with relevant guidelines in collaboration with others.

**Records Management** (REC302) (2 credits)

This course will provide students with an understanding of the scope and complexities of the administrative management of records. An extensive overview of file management techniques will be given, including a thorough review of the ARMA filing system.

**What in the World is Going On?** (GAS103) (3 credits)

This course will give you the opportunity to build a strong awareness of current global issues. You will explore various media such as radio, TV, Internet, newspaper, and magazines. Through discussions, debates, and presentations, students will focus on the main international headlines. Students will discover and develop a view of and understanding of the impact of events related to music, entertainment, fashion, sports, politics, economics, world issues, and human-interest stories.

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For Transfer Credit Purposes only.

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This course will prepare you for the rigors of academic life and enable you to develop a personal profile for college and career success. The main focus of this course will include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, and developing emotional intelligence. In addition, you will develop and produce a ‘Personal Profile’ that will identify your personal learning style, communication style, and personality style to enable you to achieve success in learning about, understanding, and choosing the courses and careers that will lead to personal and professional satisfaction.

**Introduction to Aboriginal Peoples of Canada** (SSC102) (3 credits)

This course will provide participants with an introduction to the history and cultural survival of Canada’s Aboriginal people. Aboriginal worldview will be identified and discussed in both historical and modern perspectives. Students will review colonization, government policies and legislation, which provide a foundation for understanding modern Aboriginal life in Canada.

**Semester 3**
Module 5 - 7 Weeks

Bookkeeping (ACC126) (2 credits)
This introductory course covers bookkeeping basics including analyzing transactions, understanding debits and credits, journalizing transactions, and posting to the general ledger.

Administrative Office Simulation (OAD209) (4 credits)
Students will further develop their critical thinking and decision-making abilities as they complete a comprehensive office simulation. The emphasis of this course is on the development of editing and composition skills, the ability to work to a deadline, and the integration of advanced computer skills using database, spreadsheet, and word processing software.

Integrated Research (OAD217) (3 credits)
Students will apply research skills to prepare appropriate recommendations with supporting documentation for the procurement of ergonomics office furniture and equipment as well as information technologies for the workplace. A design layout for the office workspace will also be developed using available design software (e.g., Visio). Full APA references will be required in the complex business reports generated in this course.

Presentation Graphics (OAD300) (3 credits)
Effective communication through text, charts, graphs, and diagrams is fundamental in the business world. PowerPoint software will be used to prepare effective multi-media aids to enhance information for meetings, seminars, or lectures. Students will deliver an effective oral presentation using appropriate equipment and supporting material.

Career Experience I (OAD302) (2 credits)
In this seminar-based course, students begin preparing for the four-week work placement that occurs at the end of the third semester. Appropriate workplace behaviour and etiquette will be stressed.

Module 6 - 7 Weeks

Automated Accounting (ACC300) (4 credits)
Students will review basic bookkeeping theory and principles in order to complete data entry and application in Simply Accounting. Students will set up and work through business simulations. The process will include utilizing the general, payable, receivable, inventory, and project modules.

Keyboarding Speed Development (OAD005) (1 credits)
Students enrolled in this course will be expected to demonstrate keyboarding speed and accuracy using touch typing techniques.

Event Management (OAD203) (3 credits)
This course teaches the strategies and organizational skills required to plan, organize, and administer conferences, meetings, and special events. In addition, students will develop minute-taking techniques needed to prepare effective minutes.

Spreadsheets - Level II (OAD206) (3 credits)
Students will continue to build their spreadsheet skills through using macros, linking, summarizing and consolidating worksheets, using pivot tables, and analyzing spreadsheet data.
Global Citizenship (GEN100) (3 credits)
The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Module 6 - 4 Weeks

Career Experience II (OAD303) (3 credits)
Building on the topics addressed in Career Experience I, emphasis will be on the professional responsibilities of the student while on placement. Suggestions for interacting effectively in the placement setting will be provided.