Office Administration - Executive
Woodstock/Oxford Regional Campus
OAE3W - Office Administration - Executive

This program has been permanently suspended at this location.

Program Description
Today's workplaces are hives of activity, with a variety of personalities and office tools that need to be managed, scheduled and processed on a daily basis. If you want a career that will put you in the middle of a fast-paced, people-based environment, the two-year Office Administration – Executive diploma program will help you master the skills needed to keep efficient offices running smoothly.

Credential Type
Ontario College Diploma

Learning Outcomes
The graduate has reliably demonstrated the ability to:

- Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics.
- Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities.
- Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information.
- Operate and provide support related to the use, maintenance and procurement of office equipment and technologies.
- Evaluate, establish and administer a variety of records management systems* to ensure confidential, secure, accessible and organized electronic and paper records*.
- Produce financial documents and reports by identifying and compiling relevant information and using accounting software.
- Prepare and produce a variety of business documents using available technologies and applying industry standards.
- Use interpersonal, leadership and client service skills to respond to diversity and to support the vision and mission of the organization.
- Research, analyze and summarize information on resources and services and prepare summary reports with recommendations.
- Select and use information technologies to support communication with internal and external stakeholders and to promote the organization.
- Organize and coordinate meetings, conferences, special events and make travel arrangements, including the preparation of related documentation.

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

Approximate Costs
Fee details are available at www.fanshawec.ca/fees

Program Curriculum
Level 1
Take all of the following Mandatory Courses:
Group 1
ACCT-1034 Accounting Fundamentals - Credits 4.00
ADMN-1014 Administrative Documentation 1 - Credits 4.00
MATH-1143 Fundamental Mathematics for Business - Credits 3.00
BUSI-1060 Strategies for Success - Credits 1.00
MGMT-3052 Understanding Workplace Behaviours - Credits 3.00
COOP-1020 Co-operative Education Employment Prep - Credits 1.00
WRIT-1032 Reason & Writing Business 1 - Credits 3.00
WRIT-1034 Reason & Writing 1-EAP - Credits 4.00

Group 2
ACCT-1034 Accounting Fundamentals - Credits 4.00
ADMN-1014 Administrative Documentation 1 - Credits 4.00
MATH-1143 Fundamental Mathematics for Business - Credits 3.00
BUSI-1060 Strategies for Success - Credits 1.00
MGMT-3052 Understanding Workplace Behaviours - Credits 3.00
COOP-1020 Co-operative Education Employment Prep - Credits 1.00
WRIT-1032 Reason & Writing Business 1 - Credits 3.00
WRIT-1034 Reason & Writing 1-EAP - Credits 4.00

Level 2
Take all of the following Mandatory Courses:
ACCT-3045 Accounting 2 - Credits 4.00
ADMN-3006 Administrative Documentation 2 - Credits 4.00
ADMN-1013 Office Procedures & Strategies - Credits 4.00
COMP-1100 Spreadsheet Design & Production - Credits 3.00
COMP-3019 Principles of Dynamic Presentations - Credits 3.00
COMM-3079 Communications for Office Administration - Credits 3.00

Level 3
Gen Ed - Take a 3 credit General Education elective course Take all of the following Mandatory Courses:

ADMN-3004 Administrative Documentation 3 - Credits 4.00
COMP-5051 Executive Spreadsheet Applications - Credits 3.00
COMP-3076 Database Management Systems - Credits 3.00
COMP-3039 Desktop Publishing - Credits 3.00
MGMT-3029 Managing Human Resources 1 - Credits 3.00

Level 4
Take all of the following Mandatory Courses:
Group 1
ACCT-3021 Accounting 3 - Credits 4.00
MGMT-3033 Managing Human Resources 2 - Credits 3.00
MGMT-5058 Applied Project Management Strategies - Credits 4.00
ADMN-3002 Canadian Business in the Global Economy - Credits 3.00
ADMN-3015 Administrative Documentation 4 - Credits 4.00
COMP-5056 Integrated Applications - Credits 3.00
INNV-1001 Innovation Applications - Credits 3.00

Group 2
ACCT-3021 Accounting 3 - Credits 4.00
MGMT-3033 Managing Human Resources 2 - Credits 3.00
MGMT-5058 Applied Project Management Strategies - Credits 4.00
ADMN-3002 Canadian Business in the Global Economy - Credits 3.00
ADMN-3015 Administrative Documentation 4 - Credits 4.00
COMP-5056 Integrated Applications - Credits 3.00
INNV-1001 Innovation Applications - Credits 3.00

Gen Ed - Electives
Take 3 General Education Credits - Normally taken in Level 3