

Office Administration – Executive

A Two-Year Ontario College Diploma with
Co-operative Education Endorsement

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The Program

The Office Administration – Executive program provides students with an extensive practical knowledge of business operations and processes. The emphasis is on interpersonal, communication, organizational, technical and problem-solving skills applied to enhance the effective operation of the workplace.

The Content

Expert training in software applications, technical support and training skills are combined with analytical and multi-tasking strategies to facilitate scheduling, decision making, co-ordination and task completion.

The Outcomes

Graduates oversee projects and budgets, supervise and train others, organize meetings, conferences and travel arrangements. They also manage a personal computer, do research and develop and present accurate business correspondence and reports.

Skill Levels

Year One

- Apply scheduling, task co-ordination and organizational skills to facilitate the completion of tasks and to meet deadlines in the workplace
- Co-ordinate the receiving, analyzing, distributing and responding to electronic and paper communications to facilitate the flow of information in the workplace
- Produce accurate financial records for the workplace within a specified time frame by compiling information and using appropriate software
- Produce accurate business correspondence by a specified deadline using available computer technology
- Use effective interpersonal skills in the workplace to assist the completion of individual and team tasks, to ensure effective customer service and to promote the image of the organization
- Use the Internet and its tool in a business setting to enhance communications and business opportunities

Year Two

- Assess, establish and maintain data management systems to ensure organized electronic and paper records for the workplace
- Research, develop and present a report substantiating the selection of resources or services for the workplace using written and oral presentation techniques and appropriate technology
- Manage a personal computer
- Troubleshoot and show initiative in the creation and production of accurate, organized business documents within a specified time frame
- Provide technical support and training related to computer software to others in the workplace as required

Course Outline

For the official Degree Audit, please see Registrar's Office

Level 1 – Take all of the following Mandatory Courses

Group 1

ACCT-1034	Accounting Fundamentals
ADMN-1014	Administrative Documentation I
MATH-1143	Fundamental Math for Business
BUSI-1156	Strategies for Success
MGMT-3052	Understanding Workplace Behaviours
WRIT-1032 or WRIT-1034	Reason & Writing

Level 2 – Take all of the following Mandatory Courses

ACCT-3045	Accounting II
ADMN-3006	Administrative Documentation II
ADMN-1013	Office Procedures & Strategies
COMP-1100	Spreadsheet Design and Production
COMP-3019	Principles of Dynamic Presentations
COMM-3043	Prof Comm for Office Environment
COOP-1020	Co-op Ed Employment Prep

Level 3 – Take all of the following Mandatory Courses

Gen Ed – Take a 3 credit Gen. Ed. elective course

ADMN-3004	Administrative Documentation III
COMP-5051	Executive Spreadsheet Applications
COMP-3076	Database Management Systems
COMP-3039	Desktop Publishing
MGMT-3029	Managing Human Resources I

Level 4 – Take all of the following Mandatory Courses

ACCT-3021	Accounting III
COMP-3092	Modern Office Technology
COMP-5056	Integrated Applications
MGMT-3033	Managing Human Resources II
MGMT-5058	Applied Project Man. Strategies
ADMN-3002	Canadian Bus in the Global Economy

Program Requirements:

- Take one 3-credit General Education (Gen.Ed.) elective Course
- Program Residency

Students must complete a minimum of 20 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program.

Sample Co-op Progression Chart:

Fall Intake			
	Sept-Dec	Jan-Apr	May-Aug
Year 1	Acad. 1	Acad. 2	Work 1
Year 2	Acad. 3	Work 2	Acad. 4

Winter Intake			
	Jan-Apr	May-Aug	Sept-Dec
Year 1	Acad. 1	Acad. 2	Acad. 3
Year 2	Work 1	Acad. 4	Work 2

Why Should You Hire a Co-op Student?

Many employers feel today's graduates have no concept of the "real" world of work; we are providing this experience in Co-operative Education. Any job that gives the student related background in your business would be suitable.

Eligible employers can claim a payroll tax credit for each qualifying work placement for up to \$3000.

Co-operative Education students are ultimately looking ahead to careers in businesses such as yours. For this reason they are not expecting to simply put in time on the job, but are eager to get involved and make a worthwhile contribution. Participation in co-operative education also gives the employer the opportunity to try out a student's capabilities without obligation or commitment to permanent employment.

This work oriented educational system integrates classroom study and paid, on-the-job work experience, by alternating periods in College with periods of employment by co-operating organizations.

The working experience will ideally increase in difficulty and responsibility as the student progresses academically. However, the College realizes it is often difficult in practice to do this.

It is essential that the work experience be a normal one; that the student be treated like a regular company employee so that a realistic picture of the working environment in that field may be obtained. Perhaps most important is what students gain from the working experience: an attitude for success and the ability to get along with co-worker at all levels.

