

# Office Administration - Executive



<b>Program Location:</b>	Peterborough
<b>Program Code:</b>	OAE
<b>Co-ordinator:</b>	Virginia Henderson
<b>Credential:</b>	Ontario College Diploma
<b>Start Date:</b>	September 04, 2012
<b>Tuition Fees:</b>	\$1,864.70 per semester. Tuition and fees subject to change.

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**The Office Administration – Executive program teaches you advanced administrative skills and business applications to obtain highly-skilled office jobs. If you are looking for more challenge - and more responsibility - choose the Office Administration - Executive program.**

## Program Highlights

In your first two semesters, you will take courses in common with the Office Administration – General program. These courses give you foundational office skills such as word-processing, office procedures, bookkeeping, computer applications, and business concepts. Essential skills in customer service, interpersonal communications, managing diversity, problem-solving and conflict management are also emphasized.

In semesters three and four of the Office Administration - Executive program, you will focus on specialized courses such as advanced applications in Microsoft Office, basic web page design, desktop publishing, records management, advanced bookkeeping, as well as project and office management.

## Why Choose Fleming

This program will prepare you for a career in today's ever-changing world. The **EDGE** focus within the Faculty of Business, Computing and Hospitality is founded on 4 principles:

- **Environmental Responsibility:** Learn how to contribute to a sustainable future. Ensure your career leaves a green footprint.
- **Diversity:** Work with a variety of people from faculty, administration, students and members of the community. Learn how to be creative and innovative.
- **Global Perspective:** Learn to compete on a level playing field in the global market.
- **Experience:** Gain real experience in your field through case studies, simulations, placements and applied projects.

Develop your **EDGE** at the Faculty of Business, Computing and Hospitality.

## Career Opportunities

Upon graduation, your career path may lead you to employment in private businesses, government offices, not-for-profit organizations and corporations. Possible entry-level positions include:

- Secretary
- Executive Administrative Assistant
- Corporate Secretary
- Executive Assistant

## Minimum Admission Requirements

OSSD with majority of credits at the Workplace (E) level, including English.

When Workplace (E) is the minimum course level for admission (C) and (U/C) courses are also accepted.

## Mature Students

If you are 19 years of age or older before classes start, and you do not possess an OSSD, you can write the Canadian Adult Achievement Test to assess your eligibility for admission.

## Transfer Agreements

We are committed to providing students and graduates with flexible options to get maximum recognition of their college studies. Through joint programs and transfer agreements with the following universities, you can apply the learning you acquire at Fleming College to earn a related degree in less time, and at less cost.

- University of New Brunswick

## Curriculum for Office Administration - Executive

### Semester 1

Code	Course Name	Hours
ACCT 69	Basic Bookkeeping	45
ORGB 3	Business Essentials - A Survival Course	45
COMM 78	College Communications for Business and Hospitality Professionals	37
MATH 96	Mathematics Fundamentals	30
BUSN 109	Professional Office Administration Procedures I	60
COMP 377	Word Processing I	45

## Semester 2

<b>Code</b>	<b>Course Name</b>	<b>Hours</b>
COMP 413	Advanced Spreadsheets and Databases	45
ACCT 70	Computerized Bookkeeping	30
BUSN 110	Professional Office Administration Procedures II	45
BUSN 111	Transcription Basics	30
COMP 378	Word Processing II	30
FLPL 116	Work Placement	80
FLPL 115	Work Placement Preparation	15
GENED	General Education Elective	

## Semester 3

<b>Code</b>	<b>Course Name</b>	<b>Hours</b>
ACCT 73	Advanced Bookkeeping	45
COMM 144	Communications for Office Professionals	45
COMP 414	Desktop Publishing and Presentations	45
COMP 415	Executive Word Processing	45
BUSN 120	Information and Records Management	45
FLPL 129	Work Placement Preparation and Job Search Skills	15
GENED	General Education Elective	

## Semester 4

<b>Code</b>	<b>Course Name</b>	<b>Hours</b>
BUSN 122	Executive Office Simulation	60
MGMT 7	Human Resources Administration	45
COMP 379	Office Administration Computer Applications	30
BUSN 123	Project Management	45
GENED	General Education Elective	

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