

# Office Administration - General

<b>Program Location:</b>	Peterborough
<b>Program Code:</b>	OAG
<b>Co-ordinator:</b>	Virginia Henderson
<b>Credential:</b>	Ontario College Certificate
<b>Start Date:</b>	September 04, 2012
<b>Tuition Fees:</b>	\$1,928.45 per semester. Tuition and fees subject to change.

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**The Office Administration – General program offers you the opportunity to develop your administrative and professional skills, to work with computer technology, to network with professionals in the field, and to prepare yourself for a wide range of careers. The program runs over a 30-week period.**

## Program Highlights

Are you looking for a new career with great job prospects and opportunities for promotion? If you enjoy working with people in fast-paced work environments, and you like working with computers, then this program may be an excellent option for you. Simulated office environments, extensive hands-on practice, and a culminating work placement in an office, ensure that when you graduate, you are job-ready.

This certificate program is designed to give you foundational office skills essential for work in the field of office administration. Specialized training covers communications, word-processing, office procedures, bookkeeping, computer applications and business concepts. Essential skills in customer service, interpersonal communication, managing diversity, problem-solving and conflict management are also emphasized in the program.

## 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 or schools. Possible entry-level positions include:

- Administrative Clerk
- Office Assistant
- Clerical Assistant
- Customer Service Representative
- Receptionist

## 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.

## Related Programs

Upon successful completion of this program, you may decide to continue in the Office Administration - Executive program for an additional year of study and earn an Ontario College Diploma.

# Curriculum for Office Administration - General

## 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

Code	Course Name	Hours
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	

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