

Office Administration - Executive Program

Build your career brand in the Office Administration - Executive program at Fleming College. Training in simulated office settings, extensive hands-on practice, and a culminating work placement in a professional office environment ensure that when you graduate, you are job-ready.

Graduates from the program have gone on to positions such as: Office Administrator, Executive Assistant, Office Manager, or Receptionist.

	FIRST SEMESTER	SECOND SEMESTER	THIRD SEMESTER	AND BEYOND
LEARN				
BE OPEN TO ALL CAREER POSSIBILITIES	Check out orientation , meet fellow students in your program and faculty.	Register with Career Services and access TypeFocus to identify personality strengths and values.	Embrace new opportunities and make new business connections while completing your executive work placement!	Keep in contact with Career Services , Graduates can access services for two years beyond graduation.
BUILD ON YOUR PROGRAM AND EXPERIENCES	General electives like Intro to Indigenous Studies can build your global perspective.	Your Work Placement Preparation course will prepare you for your work placement search!	Your course in Office Management will help you build event management, presentation skills.	Access community job search resources after graduation at Fleming CREW , Lindsay VCCS , or other providers .
BELONG				
GIVE BACK TO THE COMMUNITY	Build your note taking, typing and listening skills as well as your co-curricular record by volunteering to be a peer note taker.	Create an online survey, website or social media account for an organization of choice in the Office Administration Computer Applications course!	Consider offering your Office Administration skills to non-profit groups in your community.	Stay in touch, network with program faculty and your peers after graduation.
FIND SUPPORT FOR YOUR CAREER PATH AND GOALS	Connect with campus resources such as Tutoring & Academic Skills , start your academic career off on a strong footing.	Book an appointment with your program coordinator to find a work placement that fits your interests and skills.	Update your LinkedIn profile to reflect your academic, peer, community and professional connections.	Thinking about starting your own business? Connect with the FastStart program for entrepreneurship resources.
USE YOUR EDUCATION TO CREATE NEW OPPORTUNITIES	First semester courses in Word, Excel, Access and PowerPoint and document formatting set the standard for professional communications in school and the workplace.	Prepare for your work placement by participating in mock interviews run by Career Services .	Consider taking Microsoft Office Specialist Certification Exams to enhance your resume!	Connect and register with the Alumni Office mentor a grad or student, stay connected through the Alumni LinkedIn page.
BECOME				
BE SUCCESSFUL ON YOUR TERMS	First Generation student? Connect with supports to help you navigate the College environment.	Investigate Fleming College's commitment to sustainable practices and see how you can get involved.	Maintain the online survey, website or social media account created last semester to keep skills up to date!	Explore Continuing Education courses for ongoing learning opportunities to stay updated in your industry.
EMBRACE THE SKILLS AND KNOWLEDGE AROUND YOU	Your first semester courses such as Office Procedures will have you practicing industry skills from day one.	Create AODA accessible documents to show your ability to succeed in inclusive workplaces.	Access a wide variety of Student Life resources to help you succeed at College.	Continue to document your career achievements using LinkedIn.

DEVELOP YOUR CAREER BRAND