



Office Administration Certificate Program (OFAD/OAT)

Program Outline

| | |
|------------------------------|----------------|
| PROGRAM IMPLEMENTATION DATE: | September 2010 |
| OUTLINE EFFECTIVE DATE: | September 2023 |
| PROGRAM OUTLINE REVIEW DATE: | March 2028 |

GENERAL PROGRAM DESCRIPTION:

The Office Administration Program (OFAD) offers basic to advanced business, office, and computer applications skills training. The program offers the Office Administration Certificate and two specialty certificates: the Bookkeeping Specialty and the Administrative Assistant Specialty.

The program is targeted at students who are seeking an Office Administration certificate with the option to complete one or two specialty certificates. OFAD students usually have a strong desire to work in various business offices such as accounting firms, government offices, small and large businesses, manufacturing, legal offices, and numerous professional offices. Students who complete the Office Administration certificate and/or its specialties are able to transfer their courses and certificates to Office Administration and Applied Business Technology programs in British Columbia.

Program Information:

All OFAD courses are taught in an individualized format with set hours for course completion from September to early June. Students learn through instructor-guided individual study in online courses.

Start and Completion Dates:

| | |
|---|---|
| Office Administration Certificate: | varied – September to early June (22 weeks) |
| Administrative Assistant Specialty Certificate: | varied – September to early June (15 weeks) |
| Bookkeeping Specialty Certificate: | varied – September to early June (15 weeks) |

Full-time students who start their studies in September should expect to complete their OFAD Certificate by mid-February and possibly a Specialty by early June. Students who start after the first week of September can expect to complete their classes in the following academic year.

Program Design

The College of the Rockies has developed its Office Administration Program based on common courses within a certificate followed by two optional specialty certificates. Each specialty has an emphasis on different skills sets required in today's business world:

1. The **Office Administration Certificate** focuses on the basic knowledge and skills to work in a supervised office.
2. The **Bookkeeping Specialty Certificate** focuses on numeracy skills. Successful completion of this certificate should lead to work as a bookkeeper, accounting clerk, night auditor, or other similar positions.
3. The **Administrative Assistant Specialty Certificate** focuses on writing, word processing, office administration procedures, desktop publishing, and communications. Successful completion of this certificate should lead to work as an administrative assistant, office clerk, executive assistant, or other similar positions.

Students entering the program are not required to choose their specialty until they are certain which stream of studies best suits their skills, abilities, and career goals.

Eligibility for Office Administration Certificate

To be eligible to receive an Office Administration Certificate, a student must complete all courses within three calendar years from entry into the program.

Eligibility for Specialty Certificates

To be eligible to receive a Bookkeeping and/or Administrative Assistant Specialty certificate, a student must first complete the requirements for the Office Administration certificate. Some specialty courses may be completed without completing the OFAD certificate requirements provided all prerequisites are met. A student must complete all courses for a specialty certificate within five calendar years from entry into the program.

Students can view the list of prerequisites on each individual course outline.

Hours for this program: 645 to 1515 hours

Typical Structure of Instructional Hours:

| Instructional Activity | Duration |
|------------------------------------|-------------------|
| Lecture Hours | |
| Seminars / Tutorials | |
| Laboratory / Studio Hours | |
| Practicum / Field Experience Hours | |
| Vocational Contact Hours | 645 - 1515 |
| Total | 645 - 1515 |

Practicum Hours (if applicable):

| Type of Practicum | Duration |
|------------------------|----------|
| On-the-job Experience | |
| Formal Work Experience | |
| Other | |
| Total | |

Program Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

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EDCO

Valid from: September 2023 – March 2028

Education Council Approval Date

PROGRAM PREREQUISITES AND TRANSFER CREDIT:**Admission Requirements:**

- Minimum 60% in either Foundations of Math 11, Apprenticeship and Workplace Math 11, Workplace Math 11, MATH 080, MATH 081, MATH 082, or equivalent
- Minimum 65% in either English 11, Composition 11, Literary Studies 11, New Media 11, English First Peoples: Literary Studies plus New Media 11, English First Peoples: Literary Studies plus Writing 11, English 080, English 092, or equivalent

Recommended Prerequisites: The following education is highly recommended for student success within the program:

- Secondary school graduation or equivalent or completion of a College of the Rockies assessment to an acceptable level.

COTR academic assessments may be used to determine math and English skills for admission.

Students who require some Grade 11 and 12 credits may be able to start studies in Office Administration while completing other courses.

Secondary school students may register in Office Administration with a *Letter of Permission* from their secondary school principal.

Placement Test:

Keyboarding Assessment achieving 30 gross words per minute with three or fewer errors in three 3-minute timings. Students unable to meet the keyboarding assessment must complete OFAD 155 Keyboarding 1.

Computer Skills:

Computer operating skills are a definite asset but are not a prerequisite to enter into this program.

Co-requisites: None

Flexible Assessment (FA):

Students seeking prior learning credit for any of the required courses for the certificates must refer to individual course outlines and follow the procedures outlined in the College Calendar.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline effective Date, the textbooks identified within the Course Outline.

Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

Student Responsibility:

Students are expected to follow all College policies and practices as outlined on the College of the Rockies website.

Students must follow the College Program Guide for Registration Procedures and Withdrawal Dates.

PROGRAM TOPICS:

Office Administration Certificate

| | | Hours | Weeks | Credits |
|----------|---------------------------------------|------------|-------------------|------------------|
| OFAD 130 | Business English Essentials | 180 | 12 | 3.5 |
| OFAD 134 | Office Procedures 1 | 105 | 7 | 3.0 |
| OFAD 158 | Windows, Outlook & File Mgmt. | 30 | 2 | 1.0 |
| OFAD 160 | Word Processing 1 | 45 | 3 | 1.5 |
| OFAD 165 | Word Processing 2 | 60 | 4 | 2.0 |
| OFAD 170 | Bookkeeping 1 | 120 | 8 | 3.0 |
| OFAD 150 | Employability Skills | 45 | 3 | 1.5 |
| OFAD 180 | MS Excel Essentials and Business Math | 60 | 4 | 2.0 |
| | | 645 | 43 | 17.5 |
| | | | 21.5 weeks | full time |

Bookkeeping Specialty Certificate

| | | Hours | Weeks | Credits |
|----------|--------------------------|------------|-------------------|------------------|
| OFAD 172 | Bookkeeping 2 | 45 | 3 | 1.5 |
| OFAD 275 | Bookkeeping 3 | 105 | 7 | 3.0 |
| OFAD 178 | Computerized Bookkeeping | 150 | 10 | 3.5 |
| OFAD 182 | MS Access 1 | 45 | 3 | 1.5 |
| OFAD 281 | MS Excel 2 | 45 | 3 | 1.5 |
| OFAD 285 | MS Excel 3 | 45 | 3 | 1.5 |
| | | 435 | 29 | 12.5 |
| | | | 14.5 weeks | full time |

Administrative Assistant Specialty Certificate

| | | Hours | Weeks | Credits |
|----------|-------------------------|------------|-------------------|------------------|
| OFAD 183 | MS PowerPoint 1 | 45 | 3 | 1.5 |
| OFAD 220 | Desktop Publishing | 90 | 6 | 3.0 |
| OFAD 233 | Business Communications | 105 | 7 | 3.0 |
| OFAD 234 | Office Procedures 2 | 75 | 5 | 2.5 |
| OFAD 260 | Word Processing 3 | 120 | 8 | 3.0 |
| | | 435 | 29 | 13.0 |
| | | | 14.5 weeks | full time |

OFFICE ADMINISTRATION COURSES:

OFAD 130: Business English Essentials

Business English Essentials helps student to develop language skills necessary for written business documents, presentations and email correspondence and to communicate effectively in an office environment. The course emphasizes writing skills with a focus on editing and proofreading. Topics covered include spelling, grammar, punctuation, capitalization, and number usage.

OFAD 134: Office Procedures 1

Office Procedures 1 incorporates practical and professional approaches to learning skills required in today's office workplace. Students develop skills to efficiently complete a variety of office related procedures while demonstrating the personality traits, attitudes and behaviors required for an effective office administrative assistant. Students integrate new standards with equity, inclusion, and diversity in the workplace to solve on-the-job situations with a focus on wellness strategies for self and others.

OFAD 150: Employability Skills

This course gives students the skills defined in the Office Administration and Applied Business Technology Provincial Curricula. These skills are considered to be essential requirements for today's workforce. Employees need to be adaptable and capable of meeting the challenges of change in today's economy, advances in technology, and changes in the way work is organized. This course uses an office simulation activity for students to practice job-ready skills in the use of technology and to hone their organizational and time management skills. The course also covers basic employment skills such as developing an effective resume and cover letter, and emphasizes professionalism, decision making, ethics, and communication skills.

OFAD 155: Keyboarding 1

This course is designed to develop students' keyboarding skills. Accuracy and keyboarding speed are emphasized during the course. In each lesson, students are shown correct touch typing techniques and review the alpha-numeric keyboard. This course also introduces timings of various durations. The speed objective is 30 wpm in three-minute timings with three or fewer errors.

OFAD 158: Windows, Outlook & File Management

Students learn terminology of Microsoft Windows, Microsoft Outlook, and Internet Explorer. Managing electronic files, scheduling, and privacy are also covered.

OFAD 160: Word Processing 1

Word Processing 1 introduces students to word processing in a Windows environment. Students learn main software features of MS Word and improve their keying speed and accuracy. Document formatting is presented during the course and students produce basic business documents using business formatting skills. Business standards in all documents are promoted throughout the course. The speed objective is 35 gross words a minute (gwam) in five-minute timings with five or fewer errors.

OFAD 165: Word Processing 2

Word Processing 2 is a progression beyond Word Processing 1. Students continue to learn main software features of MS Word and improve their keying speed and accuracy. Students produce basic business documents using business formatting skills. Business standards in all documents are promoted throughout the course. The speed objective is 45 gwam in five-minute timings with five or fewer errors.

OFAD 170: Bookkeeping I

Bookkeeping I covers basic bookkeeping skills learning the nine steps of the manual accounting cycle including recognizing source documents, recording journal entries, posting to the general ledger, preparing a trial balance and worksheet, preparing financial statements to a professional level, recording adjusting and closing entries, and preparing a post-closing trial balance. The basics of special journals are covered as well as banking procedures and control of cash.

OFAD 172: Bookkeeping 2

OFAD 172 Bookkeeping 2 is an introduction to processing payroll. It covers calculating employees' earnings and deductions, calculating employer payroll expenses, journalizing and posting the payroll, and disbursing payroll liabilities.

OFAD 275: Bookkeeping 3

OFAD 275 Bookkeeping 3 covers bookkeeping activities for a merchandising business, how to analyze and record purchases and sales, handle cash receipts and cash payments, maintain and reconcile subsidiary ledgers, record taxes in special journals.

OFAD 178: Computerized Bookkeeping

OFAD 178 provides training opportunities using Sage 50 for Windows. The course includes study of the General Ledger, Accounts Payable, Accounts Receivable, Payroll and Inventory. Company setup and account linking are included.

OFAD 180: MS Excel Essentials and Business Math

MS Excel Essentials and Business Math is designed to introduce students to the concepts and fundamentals of creating personal and business budgets using mathematical computations, formulas, functions, and graphs within spreadsheets. Students also develop skills to critically select and apply formulas and functions.

OFAD 182: MS Access 1

The Microsoft Access OFAD 182 course covers introductory database functions to create and process data in a Windows environment.

The student creates and modifies useful databases using tables and forms. The student creates and modifies professional quality reports and queries for the databases.

OFAD 183: MS PowerPoint 1

This course introduces the use of MS PowerPoint software to create presentation media to accompany verbal presentations. The student applies features of slide transition, animation, various views and design templates.

OFAD 220: Desktop Publishing

This course introduces basic design concepts and provides practice in the desktop publishing features of MS Publisher and MS Word software. Students produce newsletters, flyers, brochures, business cards, letterhead, and certificates.

OFAD 233: Business Communications

OFAD 233 Business Communications applies language and writing skills acquired in Business English Essentials to the planning, organizing, composing, and revising of a variety of business messages. Topics include applying writing strategies to compose letters, formal and informal reports, memos, and other brief messages with an emphasis on clear, concise communications. Interpersonal skills for successful customer relations and job search strategies are also included.

OFAD 234 : Office Procedures 2

Office Procedures 2 builds on the skills developed in Office Procedures 1 related to the functions of entry-level administrative assistants to the role of executive assistant. Students focus on administrative functions including travel arrangements, written communications, organizing meetings and conferences, referencing, and Internet research using a variety of research techniques and office communication skills.

OFAD 260: Word Processing 3

Word Processing 3 advances a student's ability to access and manage knowledge and to communicate effectively in a business environment. Students are introduced to design features to enhance report formats with elements that add structure, provide a consistent image, and increase readability of business documents. Students improve productivity and creativity by applying advanced MS Word software features. The speed objective is 55 gwam in 5-minute timings with five or fewer errors.

OFAD 281: MS Excel 2

This course covers advanced applications in using financial functions, data tables, amortization schedules and hyperlinks; creating, sorting and querying a worksheet database; and creating templates and working with multiple worksheets and workbooks.

OFAD 285: MS Excel 3

This course covers advanced applications for working with large amounts of data through analyzing, validating, formula auditing, complex problem solving, automating and collaborating. PivotTables and PivotCharts are covered, as are trendlines, Solver, Scenario Manager, Visual Basic for Applications code, macros, controls, and the Compare and Merge Workbooks feature.

ESSENTIAL SKILLS DEVELOPED IN THIS PROGRAM:

Students can expect to develop the essential skills listed in each course outline.

EVALUATION AND ASSESSMENT:

See each individual course outline.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

| Grade | A+ | A | A- | B+ | B | B- | C+ | C | F |
|---------|-----|-------|-------|-------|-------|-------|-------|-------|-----|
| Marks % | ≥98 | 97-94 | 93-90 | 89-86 | 85-82 | 81-79 | 78-75 | 74-70 | <70 |

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.