

Office Administration

Administrative Professional



Description

The Administrative Professional program equips you with the skills and knowledge to become an office professional in today's business environment. During the certificate year, you will learn essential office skills such as business office procedures, software applications and business communication. Pending approval for 2011/2012, the diploma year will provide advanced skills for the business world and an opportunity to gain specialized skills in three areas: bookkeeping, project management, or the medical field. Potentially, co-op work placements may be available for diploma students.

Admission Requirements

- ✓ 60% in English Language Arts 30-1 or 65% English Language Arts 30-2
- ✓ 50% in Pure Mathematics 20 or 50% in Applied Mathematics 30
- ✓ Keyboarding speed of 25 wpm net
- ✓ Program interview*

*For your program interview, please contact the Faculty of Business and Community Studies.

Diploma Program Requirement

Successful completion of a one-year certificate in Office Administration, Administrative Professional, or a related program from a community college or a technical institute is a requirement for entering the diploma program.

English Language Proficiency

You must provide proof of English language proficiency (ELP) prior to admission if English is your second

language. ELP must have been completed within the two years prior to application to the program. Acceptable evidence of ELP may be one of the following:

- ✓ CLBA 7
- ✓ TOEFL Internet-based test score 71 (overall score)
- ✓ IELTS Academic 6.0
- ✓ CAEL score over 60

Note: Meeting the English language proficiency requirement does NOT exempt the applicant from meeting the

English academic course work required for admission to this program.

Receiving CAP Sites

All CAP sites; can also be done on a home computer or at the workplace. Contact Program Advisor for details.

Contact Information

Gail Woynarowich
Phone: (780) 644-6479
Web site: www.norquest.ca

Current Classes:

All courses require high speed internet

Year 1 Date: TBD

Term 1
BUSN 1164 MS Word and Keyboarding
BUSN 1167 MS Excel
BUSN 1171 Business Office Procedures
BUSN 1173 Business Communications I

Term 2
BUSN 1178 Databases and Presentations
BUSN 1180 Advanced Excel and Outlook Foundations
BUSN 1186 Accounting Basics
BUSN 1188 Event Management
BUSN 1193 Business Communications II

Term 3
BUSN 1179 Professional Relations
BUSN 1184 Work Experience for Administrative Professionals

Tuition: \$4464.00
Textbooks: Textbook and Program and Supplies fees are course specific and will be assessed during the enrolment process.

Other fees:
Application Fee: \$50.00
Students' Association Fee: \$50.00 per term
Registrarial Services Fee: \$9.00 per term

Year 2 Dates: TBD

Term 4
BUSN 1221 Business Math
BUSN 1222 Business Research and Writing
BUSN 1223 Organizational Behaviour
BUSN 1224 Integrated Software Applications
Choose 1 Option
BUSN 1225 Medical Terminology I
BUSN 1226 Bookkeeping I
BUSN 1227 Project Management Overview

Term 5
BUSN 1230 Business Leadership Effectiveness
BUSN 1231 Desktop Publishing
Choose three options towards a specialization:
BUSN 1192 Medical Applications
BUSN 1228 Project Management Capstone Project
BUSN 1232 An Introduction to MS Project
BUSN 1234 Customer Service
BUSN 1235 Medical Terminology II

BUSN 1236 Bookkeeping II
BUSN 1237 Microcomputer Accounting

Tuition: \$3720.00
Textbooks: Textbook and Program and Supplies fees are course specific and will be assessed during the enrolment process.
Other fees:
Students' Association Fee: \$50.00 per term
Registrarial Services Fee: \$9.00 per term

NOTE: The preceding fees may be subject to change without notice.

Office Administration Online Intensive Diploma



Grande Prairie Regional College

Description

Online studies use the power of the Internet to deliver learning that is independent of time and location. Courses are equivalent to an on-campus program but are designed for students in communities lacking college campuses. Courses can be completed from home using a personal computer with Microsoft Office 2007, Windows Vista, and Internet access.

If you have been out of the workforce for some time or are currently underemployed, this Online Intensive Diploma Program will refresh your skills and help you learn the new office technologies. Over 82% of the graduates of this program obtain training-related positions within six months of graduation and many are in administrative office support services.

You may complete the full program from your home community or you may complete some of the courses online, and then complete the program on campus in Grande Prairie or with any of our partner institutions. Upon successful completion of 30 credits in the program, you will graduate with an Intensive Diploma in Office Administration.

Intake is continuous for this program.

Receiving CAP Sites

All CAP sites; can also be done on a home computer or at the workplace. Contact Program Advisor for details.

Contact Information

Sharron Barr, Program Advisor

Phone: (780) 539-2979 or (780) 539-2777

Toll-free: 1-888-539-4772

Email: officeadmin@gprc.ab.ca

Web site: www.gprc.ab.ca

Prerequisites

This unique program gives credit for prior work experience and learning so students can earn a highly marketable diploma in eight months. Students entering this program will typically have a minimum of three years of office work experience; however, it is not unusual for a student to enter this program with far greater than three years of experience. Students typically have a solid understanding of office procedures and have good typing skills. If you have previous post-secondary business training or experience and are interested in online delivery, this program will be an excellent choice for you.

Admission Requirements

Previous post-secondary business training and/or experience is required.

The curriculum in this program is specifically designed with the assumption that students entering the program have one or more of the following qualifications. However, all students are evaluated on an individual basis, and anyone interested in the program is encouraged to contact the program advisor for further information.

Office Experience

Students entering this program will typically have a minimum of several years of office work experience; however, it is not unusual for a student to enter this program with five years of experience or more. These students have a solid understanding of office procedures and are very strong

typists. These students normally fall into the following categories:

- a. Students who have been absent from the workforce for an extended period of time and want to re-enter the workforce but need to update their skills in office technologies (and be able to provide a current credential to potential employers).
- b. Students who have worked in an office for many years but have moved to the Grande Prairie area and want to enter the local workforce. These students have stated that even though they have extensive office experience, employers in Grande Prairie and the region require a recognized and current credential that indicates expert level knowledge in current office technologies.

- c. Underemployed students who are presently working in an office position, but want to be promotable or to attain higher paying and more responsible administrative positions.

Graduates from the Grande Prairie Regional College Office Administration Online Intensive Diploma are our most marketable students. This is due to the combination of their current intensive training in leading office technologies in combination with extensive work experience.

Other Previous Work Experience

Students in this category entering the Intensive Diploma program have a minimum of five years work experience in a non-office position. In the past, we have typically admitted students who were in another profession and who wanted to

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change career streams for a wide variety of reasons. We have had teachers. Three of our students have graduated from our Intensive Diploma program and gone on to work in an office for some time, and then returned to teaching in the business education area. We have had nurses. Several of our "past nurses" had been injured and were no longer able to perform nursing duties. We have had a lawyer. One of our past graduates fled Bosnia with her family. She was a lawyer in her country, but her degree was not recognized in Canada. Her extensive experience and past education made her an excellent candidate for our diploma, and she now works as a legal assistant.

We have had several graduates who were accountants from Southeast Asia, Central America, South America, Japan and China. These students required a recognized credential from our College that would give them the skills to enter the workforce. These are just a few examples.

Previous Post-Secondary Education

Students entering the Intensive Diploma program may also have a diploma or degree in another area of education or career training. In the past, we have had students with Bachelor of Arts degrees, Business diplomas, Marketing diplomas, Accounting diplomas, and others. The

Intensive Diploma curriculum gives them an eight-month course intensive program that allows them to move into an administrative office position. These students typically have high academic standing above what would be required in the program's one-year certificate/two-year diploma stream.

Fees

Tuition and related fees are approximately \$520 per course. Estimated books and supplies cost is \$150 per course.

Current Classes:

OA2040 (3) – Business Communications

OA2081 (3) – Comprehensive Records Management

OA2090 (3) – Internet Technology

OA2101 (3) – Professional Communications

OA2230 (3) – Microsoft Publisher and Integrating Microsoft Office 2007

OA2250 (1.5) – Skill Building III

OA2271 (3) – Microsoft Office Professional Excel 2007 Comprehensive

OA2280 (3) – Microsoft Word 2007, Expert Level

OA2291 (3) – Microsoft Access and PowerPoint Comprehensive

OA2620 (3) – Microsoft Word 2007, Core Level

Office Administration Part-Time Diploma



KEYANO
COLLEGE
THE ESSENTIAL ELEMENT



eCampusAlberta.ca

Description

Keyano College's Office Administration Diploma is now available online. Study from home using your own Internet service provider to access courses from Keyano College, SAIT, and Red Deer College. Complete a minimum of eight required courses plus one option course to complete the second-year diploma. Taking your courses continuously you will be able to complete the entire program online within two years.

These courses offer the flexibility to study at home. As you work through a course, your instructor will be available to answer any questions, explain concepts, and provide continuous support and feedback. These are not correspondence courses, but rather online courses where you are continuously guided and supported by a qualified instructor.

Receiving Cap Sites

All Cap Sites; can also be done on a home computer or at the workplace. Courses can be completed using a personal computer with Microsoft Office 2007, Windows Vista and Internet access.

Admission Requirements

You may enroll in the diploma program if you have:

- Recently completed an Office Administration Certificate, or
- Completed Office Administration Certificate courses which are pre-requisites for diploma courses, or
- You may have acquired the Office Administration Certificate level of knowledge and skills through a combination of work experience and/or training. This may be enough to allow you entry directly into the online Office Administration Diploma program. You would be responsible for the prior knowledge and prerequisite knowledge. The diploma courses do require the prerequisite Office Administration Certificate courses or extensive experience with Microsoft Word, Excel, and Access. In addition, the expectation would be that you would have a high level of understanding with respect to document formatting, human relations, business communications and office procedures. You should have a keyboarding speed in excess of 45 wpm. If you believe that your experience has given you the above skills, and you would like to apply for an entrance assessment, please forward your resume and a current detailed job description to (780) 791-4952 (Attention: Student Advisor – Online Diploma Program). To be considered for entrance directly into the online diploma program, you MUST APPLY as per step one below.

Application and Registration

1. Apply for admission to the program through Keyano College at the following site.
http://www.keyano.ca/Instruction/Student_Services/Admissions_and_Registration/Apply.asp
2. Once admitted, you may register on the eCampus Alberta web site.
 - Select the course(s) you are interested in.
 - Be sure to select the CAP site nearest you that will provide learning services to you during your studies. These services include access to facilities and learning technology, financial and educational counseling, library and information services.
<http://www.ecampusalberta.ca/>
3. Your instructor will contact you prior to the course start date and get you started learning online.

Current Classes:

Required Courses:

- OA215 - Microsoft Word Expert (Keyano College)
- OADM201 - Electronic Spreadsheets II (Red Deer College)
- OADM395 - Professional Presentations II (SAIT)
- OADM390 - Report & Proposal Writing (SAIT)
- OADM380 - Supervision (SAIT)
- OA280 - Microsoft Access Expert (Keyano College)
- OA231 - Office Automation (Keyano College)
- OA233 - On-The-Job Training (Keyano College)

Option Courses:

- (One option course required)
- *OADM200 - Desktop Publishing (Red Deer College)
 - OADM220 - Automated Accounting (Red Deer College)
 - OADM200 - Project Management I (SAIT)
 - *VA170 - Web Design (Red Deer College)

*Contact 1-800-251-1408 ext. 4801 - Online Program Advisor.

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Virtual Assistant



Description

Trends in telecommuting, the growth of the Internet, and corporate downsizing have contributed to the growth of the virtual assistant profession. This online program will provide opportunities for students to gain entrepreneurial skills, attitudes, technology skills and related knowledge to adapt to providing office services virtually from their home offices. Students will learn how to create and market a viable home-based business using their technological skills to contract office support to for-profit businesses and not-for-profit agencies. Optional specialization will allow students to select from other major support areas: Automated Accounting, Web Design, and Electronic Spreadsheets.

There are three intakes: beginning September, January and April of each year. Each course is 14 weeks in length.

Admission Requirements

A) Academic Requirements

1. 50% in ELA 30-1 or 65% in ELA 30-2

OR

Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program commences, and have a minimum mark of 50% in ELA 30-1 or ELA 30-2, or a minimum score at the 50th percentile on the English component of the College Board Placement Test and a score of 2-3 on a writing sample.

2. Keyboarding Speed of 30 net words per minute on 3, 3-minute timings with 3 or fewer errors on each timing. For testing off-campus, contact Admissions at 403.342.3400 or admissions@rdc.ab.ca

B) Recommended

Note: While not an admission requirement for the program, in order to be successful students should have basic computer skills (able to function independently on basic computer software programs and able to carry out basic Internet navigation). Because of the entrepreneurial nature of Virtual Assistants, students should be independent learners who use time management skills to accomplish tasks.

Related Careers

Certificate graduates are prepared to operate an office services home-based business. Graduates may also transfer into the Office Administration Online Collaborative Diploma.

Transfer Features

Virtual Assistant Certificate courses will transfer to all Office Administration Certificate and Diploma Programs in colleges in Alberta but the amount of transfer credit will vary depending upon the program and college.

Contact Information

Beverly McCrostie
Coordinator
Email: inquire@rdc.ab.ca
Phone: (403) 342-3400
Toll-free: 1-888-732-4630

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Current Classes:

Program Content (Total of Nine 3-credit courses)

- VA 100 - Document Formatting
- VA 110 - Communication Skills
- VA 120 - Basic Bookkeeping for Home Businesses
- VA 130 - Starting a Virtual Assistant Business
- VA 140 - Office Management for Virtual Businesses
- VA 150 - Marketing Your Virtual Business
- VA 160 - Virtual Practicum
- OADM 200 - Desktop Publishing

Options

- VA 170 - Web Design
- OADM 201 - Electronic Spreadsheets
- OADM 220 - Automated Accounting

Program Cost Estimates

Each course is \$386.75 plus the cost of textbooks.

Recognition of Prior Learning/Experience

The Office Administration Department recognizes that learning is a lifelong process. Students may receive Recognition of Prior Learning in some courses where the learning of skills, knowledge or competencies has been acquired through work, formal and informal education or training, or self study. Recognition of Prior Learning is applicable in VA 100, VA 110, VA 120, OADM 200, OADM 201, OADM 220, and VA 170. Application forms for Recognition of Prior Learning are available through the Registrar's Office at admissions@rdc.ab.ca or the Test Centre at test.centre@rdc.ab.ca.

Graduation Requirements

You must pass all courses and achieve a minimum cumulative GPA of 2.00.