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## **Trades and Applied Technology Programs**

# **Office Administration**

**Location Offered:**

Cowichan, Nanaimo

**Credential:**

Certificate

**Program Length:**

10 Months

## **The Program**

This program provides thorough, in-depth training in the skills required by today's office workers in order to be competitive in the job market. Current computer software applications are stressed, as well as the traditional skills and knowledge of business English, business calculations, office procedures, customer relations, and strong keyboarding skills.

The program offers three specialties Accounting Assistant, Administrative Assistant, and Legal Administrative Assistant. Students can expect to receive industry-specific training in skills related to their chosen field of study. A two-week work placement practicum is available at the end of the program in each certificate stream for eligible students.

**Completion Requirements:**

To be eligible for an Office Administration Program certificate, students must:

- complete all program requirements within three years.
- complete all required courses (maintain a minimum "C-"/70% grade average).
- complete practicum course.

For further information about the OADM program please contact the Advising Centre.

## **Program Outline**

The program offers three specialties Accounting Assistant, Administrative Assistant, and Legal Administrative Assistant.

### **Accounting Assistant**

This specialty is invaluable for a person who aims to work in a business where both bookkeeping and a variety of software and office-related skills are required. Students gain valuable knowledge in business math and calculator processes as well as bookkeeping procedures and concepts, including using automated accounting software. In addition, students develop aptitude with industry-standard business software applications from the Microsoft Office suite and obtain skills in human relations and business English.

A two week practicum course is available at the end of the program for eligible

students.

## Career Opportunities

Graduates have found career opportunities in government, accounting, insurance, and real estate firms. Graduates may apply for occupations such as accounts payable and/or accounts receivable clerk, accounting assistant, payroll clerk, finance assistant, bookkeeper, data entry clerk, and other financial and bookkeeping support positions.

Semester I	Credits
OADM 120T - (Business Math and Calculators)	1.5
OADM 121T - (Accounting I)	1.5
OADM 130T - (Business English)	3
OADM 136T - (Human Relations and Office Procedures)	3
OADM 146T - (Office Computer Applications I)	3
<b>Total Credits</b>	<b>12</b>

Semester II	Credits
OADM 122T - (Accounting II)	3
OADM 123T - (Computerized Accounting)	3
OADM 147T - (Office Computer Applications II)	3
OADM 148T - (Office Computer Applications III)	3
<b>Total Credits</b>	<b>12</b>

Semester III	Credits
OADM 135T - (Employment Strategies)	1.5
OADM 156T - (Electronic Information Management )	1
OADM 185T - (Office Practicum) <i>or</i> , OADM 181T - (Level II Project)	1.5
OADM 186T - (Accounting Capstone)	2
<b>Total Credits</b>	<b>6</b>
<b>Year 1 Credits</b>	<b>30</b>

## Administrative Assistant

This specialty's certificate is designed to provide students with the technical, administrative, and human relations skills required in today's office environments. Students gain in-depth training in administrative and interpersonal skills, as well as in the use of computers and popular software applications, including the Microsoft Professional Office Suite and the Windows environment. Students learn to use computers and software applications to solve problems, manage information, and enhance document production.

A two week practicum course is available at the end of the program for eligible students.

## Career Opportunities

Graduates will acquire a broad range of marketable skills, which makes them ideally suited for many office positions. Graduates are employed in a wide variety of private and public sector firms, including federal, provincial, and municipal government offices; major corporations; desktop publishing firms, and many other mid-sized and small companies. Graduates may apply for occupations such as administrative assistant, secretary, office clerk, receptionist, executive assistant, office manager, and

a variety of other support staff positions.

<b>Semester I</b>	<b>Credits</b>
OADM 115T - (Administrative Procedures)	1.5
OADM 120T - (Business Math and Calculators)	1.5
OADM 130T - (Business English)	3
OADM 136T - (Human Relations and Office Procedures)	3
OADM 146T - (Office Computer Applications I)	3
<b>Total Credits</b>	<b>12</b>

<b>Semester II</b>	<b>Credits</b>
OADM 138T - (Business Communications)	3
OADM 147T - (Office Computer Applications II)	3
OADM 148T - (Office Computer Applications III)	3
OADM 149T - (Office Computer Applications IV)	3
<b>Total Credits</b>	<b>12</b>

<b>Semester III</b>	<b>Credits</b>
OADM 135T - (Employment Strategies)	1.5
OADM 156T - (Electronic Information Management )	1
OADM 185T - (Office Practicum) <i>or</i> , OADM 181T - (Level II Project)	1.5
OADM 187T - (Administrative Capstone)	2
<b>Total Credits</b>	<b>6</b>
<b>Year 1 Credits</b>	<b>30</b>

## Legal Administrative Assistant

This specialty's certificate is designed to provide students with the fundamental skills and knowledge required to join a firm's legal support staff at the junior level. Students gain in-depth procedural law training in a variety of areas such as conveyancing, litigation, family law, corporate law, and wills and estates. In addition, students complete training in administrative and interpersonal skills, as well as in the use of computers and software including word processing and email applications.

A two week practicum course is available at the end of the program for eligible students.

### Career Opportunities

Graduates have found career opportunities in private law firms; Crown prosecutor's offices; federal, provincial, and municipal government offices; real estate companies; offices of notaries public; insurance offices, and major corporations. Graduates may apply for occupations such as legal administrative assistants, legal support assistants, legal receptionists, legal secretaries, legal admin support clerks, conveyancers, corporate secretary, litigation assistants, and other legal office support positions.

<b>Semester I</b>	<b>Credits</b>
OADM 130T - (Business English)	3
OADM 146T - (Office Computer Applications I)	3
OADM 160T - (Legal Office Procedures)	3
OADM 170T - (Human Relations)	1.5
OADM 172T - (Excel Basics)	1.5
<b>Total Credits</b>	<b>12</b>

<b>Semester II</b>	<b>Credits</b>
OADM 161T - (Civil Litigation)	3
OADM 162T - (Family & Divorce)	3
OADM 163T - (Will & Estates)	1.5
OADM 164T - (Conveyancing)	3
OADM 165T - (Corporate Law)	1.5
<b>Total Credits</b>	<b>12</b>

<b>Semester III</b>	<b>Credits</b>
OADM 135T - (Employment Strategies)	1.5
OADM 156T - (Electronic Information Management )	1
OADM 167T - (Legal Office Practicum) <i>or</i> , OADM 181T - (Level II Project)	1.5
OADM 188T - (Legal Capstone)	2
<b>Total Credits</b>	<b>6</b>
<b>Year 1 Credits</b>	<b>30</b>

*All program courses must be successfully completed before certificates will be issued.*

## **Admission Requirements**

- General admission requirements apply.
- Minimum "C" in English 12, and minimum "C" in either Mathematics 10 or Apprenticeship and Workplace Mathematics 10, or equivalent.

**Note:** *Students who do not meet the minimum "C" grade in English 12 and minimum "C" grade in either Mathematics 10 or Apprenticeship and Workplace Mathematics 10 prerequisites for this program can write an assessment test.*

### **Notes on Admission**

- Certified touch-typing speed of minimum 25 net words per minute based on a 5-minute timing with 5 or fewer errors is recommended.\*
- Applicants without English 12 and Mathematics 10 will be considered for admission if they successfully complete reading comprehension, sentence skills, and arithmetic assessment. Call toll-free at 1-888-920-2221, Ext. 6276 to book an assessment or use our online booking system at VIU Assessments.
- Students with previous work experience, or with current training, may be eligible for Prior Learning Assessment (PLA). Contact the Advising Centre toll-free at 1-888-920-2221, Ext. 6410 for information on PLA.
- This is a demanding program, and applicants with the minimum admission requirements may experience difficulties in completing the program.
- A strong foundation with computer file management, including saving, moving, deleting, copying and renaming both files, folders, and subfolders in Windows Explorer is strongly recommended.
- Experience using/operating/navigating a PC computer/Windows environment (not MAC) is recommended.

*\* Please call toll-free at 1-888-920-2221, Ext. 6276 to book a keyboarding assessment. Students who submit a recent college-verified keyboarding timing of 25 n/wpm, as above, will have met the keyboarding requirement.*

## **Start Date and Application Deadline**

Applications are accepted on an ongoing basis.

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