



Overview

Are you organized, have an eye for detail and like the idea of being an essential part of a busy office environment?

With today's changing and diverse workplace, office assistants are taking on more and more complex tasks. That's why office assistants need excellent communication, human relations and technology skills.

Confederation College's Office Administration – General One-Year Ontario College Certificate program gives you those skills in an intensive program so that you can get on with your career faster. Courses cover areas such as office procedures, persuasive writing, presentations and spreadsheets, bookkeeping and advanced documents and desktop publishing.



Top Highlights

- Fast track your learning with this one-year program
- Learn practical and transferable office skills as well as the attitudes and knowledge to succeed in a variety of office settings
- Take the course part-time so you can work around your busy schedule



Learner Testimonial

Confederation College gave me a push in the right direction. I have faith in myself and my abilities where before I felt alone, afraid and unprepared. The professors are fantastic. Whether it's your first time going to college, or fourth time, this program is challenging where it needs to be and yet flexible enough for every life style. As a mature student with a family at home and working while going to school, the instructors work with you to make sure you are getting everything you need out of this course and it will prepare you for the real world.

Elaine W. / Alumna / 2010 / Ka:nen Our Children Our Future / Administrative Professional

Office Administration - General

Admission Requirements

- Ontario Secondary School Diploma (or equivalent) with courses from the College (C), University (U), University/College (U/C), or Open (O) preparation levels with Grade 12 English (C/U) Level.
- or successful completion of the Mature Student Assessment.
- or successful completion of the General Education Development Test (GED).
- or appropriate credits from the Academic and Career Entrance program (ACE).

Alternative Pathways

Applicants not meeting these admission requirements are encouraged to consider the College Access or General Arts and Science Certificate or Diploma programs or Academic and Career Entrance program (ACE); students who successfully complete one of these programs would be eligible to apply to programs in the Business, Hospitality & Tourism and Media Arts areas.

Employment Opportunities

Once you've completed your Office Administration – General certificate program, you'll be eligible for entry-level positions including Office Assistant, Administrative Assistant, clerical support staff, Data Entry Operator, File Clerk and Receptionist in a variety of settings such as private companies, educational institutions, government agencies, medical facilities, insurance companies, law firms, financial institutions and accounting firms.

First Semester

OA 125 Word Processing Concepts
OA 122 Office Procedures I
OA 128 Computer Applications I
CS 007 Persuasive Writing
OA 121 Business Documents

Second Semester

OA 108 Introductory Bookkeeping
OA 222 Office Procedures II
OA 230 Database Applications
OA 221 Advanced Business Documents
OA 220 Workplace Communications
OA 227 Computer Applications II

For information, please contact:

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