



CREDENTIAL
Ontario College Diploma

PROGRAM CODE
0243

AREA OF INTEREST
Business

LOCATION
Distance Education

DURATION
2 -year

Overview

This two-year Diploma program will develop the administrative and technological skills you will need in order to meet the demands of the current and emerging business environment. Students will acquire a knowledge of business office procedures, document preparation, Microsoft Office applications, basic human resources practices, professionalism and ethics.



Top Highlights

- Develop advanced skills to give you a competitive edge in diverse business environments.
- Common semester 1 and 2 with the Office Administration – General program.



Employment Opportunities

Graduates of the program can explore the following career options:

- Executive assistant
- Administrative assistant
- Office coordinator
- Executive secretary



Lianne Jackson
Program Officer - Distance Education

(807) 475-6171
ljackson@confederationcollege.ca



Office Administration - Executive

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 (ACE) program.

Courses Recommended

- Grade 11 College Preparation Mathematics.

Alternative Pathways

Applicants not meeting these admission requirements are encouraged to consider the College Access or General Arts and Science Certificate or General Arts and Science Diploma programs or Academic and Career Entrance (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.

First Semester

OL 054 Computer Keyboarding Skills I
OL 257 Communication I
OL 370 Word Core
OL 612 Business Math
OL 700 Computers 1 - An Intro
OL 702 Excel - Core
OL 826 Outlook

Second Semester

OL 011 Access Core
OL 090 Accounting Basics I
OL 120 Office Technology and Procedures
OL 335 Organizational Business Communications
OL 704 MS Power Point
OL 976 Customer Service & Ethics

Third Semester

OL 062 Volunteer Management Foundations
OL 135 Human Resource Management Principles
OL 218 Interpersonal Communications
OL 746 Computerized Accounting
OL 803 Excel - Expert
GE Elective
GE Elective
OL 010 Word Expert

Fourth Semester

OL 102 Business Law
OL 173 Introduction to Business Management and Organizational Behaviour
OL 351 Introduction to InterCultural Communication
OL 371 Software Application Integration
OL 372 Introduction to Project Management
OL 821 Introduction to Event Management
GE Elective



Have questions? Want to apply?
Contact recruitment@confederationcollege.ca

