



**CREDENTIAL**

Ontario College  
Certificate

**PROGRAM CODE**

Fall: O233

**AREA OF INTEREST**

Business

**LOCATION**

Distance Education

**DURATION**

Up to 3 years

**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 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



**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.



**Lianne Jackson**  
**Program Officer - Distance Education**

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# 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 Media Arts areas.

## First Semester

CS 050 College Writing  
OL 054 Computer Keyboarding Skills 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 843 History of Indigenous Canadian Relations  
OL 976 Customer Service & Ethics



**Have questions? Want to apply?**

Contact [recruitment@confederationcollege.ca](mailto:recruitment@confederationcollege.ca)

