



**Northern
COLLEGE**
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Office Administration General

Certificate Program

College Code – NORT, Program Code – B249 and
Campus Code - CK

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PROGRAM OVERVIEW

This program of studies ranges from communications and human relations to developing computer and other practical skills. In some courses, the focus will be on interpersonal relations, customer service, teamwork, and record keeping. Using up-to-date software, you will develop skills in word processing, spreadsheet, and database. In addition, you will learn to maintain the records for a small organization using manual and computerized bookkeeping. There is a two-week work placement in the first year.

Tuition: approx. \$3,400 / year, plus the cost of books.

Minimum Entrance Requirements

Ontario Secondary School Diploma (OSSD – new curriculum) with Grade 12 English (C, M, U or equivalent) and Grade 11 Mathematics (C, M, U or equivalent) OR mature student status (an applicant who does not have a high school diploma or equivalent, and will have reached the age of 19 years on or before the start of the program). Mature students may be admitted after testing. Call the Admissions Office at (705) 235-7222 for more details.

PROGRAM OF STUDY

- Semester 1
 - AC1004 Accounting I
 - BU1073 Introduction to Business Management and Organizational Behaviour
 - CM1903 Communications I
 - GN1082 College Success
 - IN1013 Computer Applications I
 - OF1023 Office Procedures I
 - OF1136 Word Processing and Keyboarding I

- Semester 2
 - BU1074 Human Resource Management
 - CM2903 Communications II
 - IN2013 Computer Applications II
 - IN2113 Introduction to Computerized Bookkeeping
 - OF2013 Office Procedures II
 - OF2044 Placement
 - OF2136 Word Processing and Keyboarding II

Note – Northern College reserves the right to make changes to the above program outline.

COURSE DESCRIPTIONS

SEMESTER 1

AC1004 Accounting I

This course gives hands-on training in fundamental accounting concepts as applied in service and merchandising firms. Students will be taken through a complete cycle and will record and report financial transactions. At every point in the course, students will examine the accounting decisions based on financial transactions taken from real work situations.

BU1073 Introduction to Business Management and Organizational Behaviour

This course consists of an examination of the Canadian business environment and the management decision making process as an integral component of organizational behaviour.

CM1903 Communications I

This course will address the theory of communication, listening, reading, writing and business writing skills, as well as effective presentation skills. Students will also maintain a diary and engage in role playing to enhance their communication skills.

GN1082 College Success

This course will provide students with the opportunity to explore and understand the process of gaining a postsecondary education while developing required learning skills and personal management techniques needed to be successful in an educational environment and in the workplace. The course includes a strong emphasis on identifying and understanding individual learning styles as well as developing strategies to work effectively with those preferences. The students will become better prepared to work effectively with others who have differing learning preferences. This course is also designed to have the learner understand that conflict is a natural phenomenon, present in all relationships in one's life and work and community. With a strong emphasis on prevention by design, participants will learn how to assist individuals and groups in resolving their differences and lead in the establishment of a culture of collaboration and achieving common goals.

IN1013 Computer Applications I

This is an introductory course in the use of computers in a personal computer (PC) environment. Students will learn to identify and use the basic components of a computer system (both hardware and software). In doing so, they will obtain experience with creating and managing files in a Windows-based operating environment. Students are introduced to the College Network and the use of student services such as email and Blackboard.

Application coverage includes an introduction to: web browsing and information retrieval using Microsoft Internet Explorer, word processing using Microsoft Word 2010, creating electronic presentations using Microsoft PowerPoint 2010, and preparing spreadsheets and related charts using Microsoft Excel 2010.

OF1023 Office Procedures I

This course of studies is designed to cover topics ranging from human relations to administrative procedures in an office environment. Emphasis is given to the topics of effective communications and efficient office practices when managing information, handling mail, keeping records, and preparing minutes of meetings. The element of teamwork is emphasized.

OF1136 Word Processing and Keyboarding I

This course introduces file management using Windows concepts and provides applications that introduce and reinforce word processing skills. It focuses on techniques that enable students to produce a variety of documents using current word processing software. Keyboarding speed and accuracy will be reinforced through document preparation, practice sessions, and timed drills.

SEMESTER 2

BU1074 Human Resources Management

This course will teach students how to forecast the human resource needs of an organization within ambient socio-political situations.

CM2903 Communications II

Prerequisite: CM1903 Communications I

This course is a continuation of Communications I designed to further strengthen practical written and oral skills presentations. Students are exposed to a variety of learning styles and a variety of job related communication formats including business letters, employment communications, memos, structured meetings, and formal speaking opportunities.

IN2013 Computer Applications II

Prerequisite: IN1013 Computer Applications I

This course covers advanced computer applications including advanced Microsoft Office Word, Microsoft Office Excel, intermediate Microsoft PowerPoint and introduction to Microsoft Access. Topics include creating a web page from a Word document, form letters, merging to form letters, labels and envelopes, financial functions, amortization schedules, data tables, creating and querying a worksheet database, spreadsheet templates, linking worksheets, advanced animation, transitions and sound files for slide show presentations, and structuring databases. The lectures will be supplemented with in-class assignments and tests. This course is common in many programs therefore students should expect minor variations from the description presented here.

IN2113 Introduction to Computerized Bookkeeping

Prerequisite: AC1004 Accounting I

During this course, students will gain an understanding of computerized accounting concepts using Simply Accounting for Windows. The student will complete applications using the general ledger and receivable modules. Theory topics include adjustments and the ten-column worksheet, closing entries, post-closing trial balances, special journals, and accounts receivable and accounts payable ledgers.

OF2013 Office Procedures II

Prerequisite: OF1023 Office Procedures I

This course analyzes the tasks and responsibilities of an administrative assistant in an electronic office environment. Technology and procedures that affect the role of the administrative assistant are examined. In addition, guidelines are provided for using the library and the Internet to research and collect information and plan business travel.

OF2044 Placement

Prerequisite: G.P.A. 2.0 and with passing grades in all Office Administration courses.

Graduating students will participate in a two week work placement.

OF2136 Word Processing and Keyboarding II

Prerequisite: OF1136 Word Processing and Keyboarding I

In this course, advanced features in word processing will be examined. A variety of documents incorporating word processing features will be introduced. The students will develop timesaving skills and techniques when completing applications. Keyboarding speed and accuracy will be reinforced through document preparation, practice sessions, and timed drills.

FOR MORE INFORMATION:

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