



**Northern
COLLEGE**
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Office Administration Executive

Diploma Program

**College Code – NORT, Program Code – B273 and
Campus Code - CK**

**Offered through Contact North/elearnnetwork.ca
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PROGRAM OVERVIEW

This program is designed to prepare students to meet the needs of the changing workplace. The program of studies ranges from communications and human relations to enhancing computer and administrative skills. The focus will be on interpersonal relations, teamwork, information management, and administrative responsibilities. Students will be trained in the software associated with Microsoft Office and learn to maintain the records for a small organization using both manual and computerized bookkeeping.

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, 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

- Semester 3
 - MA1004 Mathematics of Finance I
 - CM3103 Report Writing I
 - GN2133 Law and Ethics
 - IN4143 Database
 - IN3093 Desktop Publishing
 - OF3002 Legal Terminology

- Semester 4
 - AC2004 Accounting II
 - CM4102 Report Writing II
 - EL1003 Elective
 - IN6334 Information Systems
 - OF3012 Administrative Procedures
 - OF4004 Medical Terminology
 - OF4024 Work Placement (TBA)

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.

SEMESTER 3

MA1004 Mathematics of Finance I

This course is divided into several building blocks. The primary focus is to start with fundamental arithmetic and algebra and apply the learned techniques to common business problem solving. In tandem, students will also learn several business mathematics techniques and their application.

CM3103 Report Writing I

Prerequisite: CM2173 Communications II or CM2113 Communications II

This course is an extension of Communications I and II, and concentrates on the writing of business reports. The course introduces students to the methodology of researching, organizing, compiling, analyzing and interpreting information to solve business problems. Students learn the theory and apply it to writing short, informal reports, proposals and a long formal report.

GN2133 Law and Ethics

This course provides a basis for legal and ethical issues of importance to graduates and specifically covers torts, professional liability and contract law. Its goal is to begin preparing the student for professional designations and/or examinations.

IN4143 Database

Prerequisite: IN1013 Computer Applications I, or IN1313 Software Applications I, or OF1136 Word Processing/Keyboarding Query, maintain, and present a database.

This course will introduce the student to the many features and applications of the Microsoft Access 2010 relational database environment. Access terminology, the Access 2010 environment, and the fundamental elements needed to create and manage a small database is explored. Hands-on exercises provide reinforcement of topics introduced throughout this course. Upon completion of this course the student will be able to: create a database using design and datasheet views. Edit, preview, and print a database, query a database by displaying and printing only selected fields from various tables within a database, maintain a database by adding new records, changing existing records, & deleting records, maintain a database by changing the structure and characteristics of existing fields, compact and repair a database, develop single and multiple table forms and reports, integrate Excel worksheet data into an Access database, export data from Access to other Excel or another Access database, and enhance forms with OLE fields, hyperlinks, and subforms.

IN3093 Desktop Publishing

This course introduces students to the key concepts in effective desktop publishing, including colour theory, page layout, graphic design and font usage. Students will use software tools such as Microsoft Publisher, Corel Draw and Corel Photo-Paint to create a variety of documents for business and marketing. The focus of the course will be on techniques for creating effective and aesthetically pleasing documents for both print and electronic media. Spacing between courses

OF3002 Legal Terminology

In this course, students will be introduced to legal terms and documents they may encounter in the workplace when working in a legal office or facility. The study of various areas of law will enhance this knowledge by explaining the legal terms in the context of the related legal subject area.

SEMESTER 4

AC2004 Accounting II

Prerequisite: AC1004 Accounting I

This fundamental accounting concepts course deals with the basics of analysis and recording of transactions involving assets and liabilities. Because efficient management of cash flow is essential for the survival of any business, students will focus on this asset first. Consequently, the course begins with an introduction to cash management and control procedures used by different types of businesses. In the remainder of the course, students learn the fundamental/basic accounting concepts and techniques for recording other assets and liabilities. Students will apply these fundamental accounting concepts by completing a project for a virtual business.

CM4102 Report Writing II

Prerequisite: CM3103 Report Writing I

This course is an extension of Report Writing I. As part of formal report preparation, students will study both primary and secondary research including the preparation of questionnaires, interviews and telephone surveys. In addition, this course introduces students to the dynamics of planning and participating in meetings. This course also includes an intensive treatment of job search techniques designed to help students prepare for the job market, participate in employment interviews and evaluate potential employees.

IN6334 Information Systems

People in every line of work and in every type of organization make use of information systems. Chances are, regardless of their future role, students will need to understand what information systems can and cannot do, and be able to use them to help them accomplish their work. Students will be expected to discover opportunities to use information systems and to participate in the design solutions to business problems employing information systems. Students will be challenged to identify and evaluate IS options. To be successful, students must be able to view information systems from the perspective of business and address their impact on fellow workers, customers, suppliers, and other key business partners. For these reasons, a course in information systems is essential for students in today's high-tech world.

OF3012 Administrative Procedures

The 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 do research and collect information and plan business travel. Employment strategies are also discussed.

OF4004 Medical Terminology

In this course, students will be introduced to the structure of medical terminology - how terms are formed, pronunciation and meanings. This will be accomplished through simple, non-technical explanations of medical terms, word analysis (combining forms, suffixes and prefixes), phonetic spellings, practical applications and exercises.

OF4024 Work Placement (TBA)

Prerequisite: Cumulative GPA 3.0 after Semester 3 and a passing grade in all subjects up to and including Semester 3.

In the final semester, students will be placed in a local office one day per week

FOR MORE INFORMATION:

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