

OFAD113 - Records Management

This is an introductory course on the organization and administration of a records management system. Students should have knowledge of the creation and use of records through experience or an introductory office procedures course. Students will develop skills to manage various types of records and information through their life cycle from creation to disposition. Emphasis will be on the control systems to assure security and integrity of records and information.

OFAD122 - Problem Solving Applications

Business mathematical problem solving concepts and formulas are presented to provide a foundation for computer and accounting courses. Topics are presented using realistic business cases that the student might encounter in the workplace.

OFAD130 - Procedures in Office Production I

Students will receive instruction and review of the complete keyboard using specialized keyboarding software and Microsoft Word 97. Proper keyboarding techniques will be stressed. Topics include: speed and accuracy development, basic word processing features, business correspondence, report formatting, proofreading and the numeric keypad, time management, effective telephone usage, management of printed documents.

OFAD226 - Procedures in Office Production II

Preparation of a procedures manual, organizational structure and office layout, managing incoming and outgoing mail, making appointments and receiving callers, workplace safety, and employment search.

OFAD402 - Supervision in the Office

This course is designed to illustrate the basic interpersonal skills required to be a successful supervisor or team leader. These skills include the ability of supervisors to manage their own workdays as well as lead and direct others. Major themes include leadership styles, goal setting, providing feedback, persuading, coaching, building teams, resolving conflicts and hiring employees.

OFAD403 - Office Technology Management

Through lectures, seminars, and case study analysis the student will become familiar with the management of office systems, technologies, and procedures. Topics include the improvement of productivity through technology and systems; optimization of resources; selection, procurement, and design of systems; and implementation and procedures development.

OFAD404 - Information Management Applications

Employers want workers who can adjust to a constantly changing information-driven work environment. Workers must be able to manipulate and manage information that will aid them in making competent decisions. Using a multimedia simulation, and database management, spreadsheet, and word processing software, students will utilize technology to solve problems and make decisions.

Application Procedure

In order to apply for admission to this program an applicant must complete an "Application for Admission to Ontario Colleges of Applied Arts and Technology" form and submit this form to the:

Ontario College Application Services
P.O. Box 810, Guelph, Ontario, N1H 6M4
1-888-892-2228

Application Forms and Applicant Guidebooks are available at Ontario Secondary Schools, at Ontario Colleges of Applied Arts and Technology and at the Ontario College Application Services office.

Admission to the College

Complete information concerning admission to programs at Fanshawe College may be found in the Central Admission Publication located in the Office of the Registrar, Fanshawe College.

The College reserves the right to make changes in the information in this brochure without prior notice.

The College reserves the right to cancel a program, a program major or option, or a course, and to change the location and term in which programs/courses are offered because of insufficient registrations or for other budgetary reasons.

Fanshawe College

Fanshawe College is one of the largest colleges in Ontario with campuses in London, St. Thomas, Simcoe and Woodstock. Fanshawe prides itself on its modern methods and up-to-date technology that provide students with a solid education.

With over one-third of its full-time post-secondary programs combining on-the-job training with in-college study, Fanshawe is recognized as a leader in the field of co-operative education.

In addition to offering post-secondary programs in Applied Arts and Business, Health Sciences and Human Services and Technology, Fanshawe provides other educational programs such as Adult Training, Apprenticeship, and Continuing Education.

This brochure is available in alternative formats, upon request, for persons with disabilities.

For further information on admission and registration, contact:

Office of the Registrar, (519) 452-4277

For further specific program information, contact:

Information Technology Division, (519) 452-4291

Fanshawe College

1460 Oxford St. E.

P.O. Box 7005

London, ON, N5Y 5R6

www.fanshawec.on.ca

Fanshawe

COLLEGE

Office Administration - Executive



FANSHAWE
COLLEGE

Community Driven . . .
Student Focused

Office Administration - Executive

A Two Year Diploma Program
 Program Code: OAE2 Campus Code: LC
 September Admission

This program is designed for students who have successfully completed the Office Administration-General Program. Graduates are employed in many types of businesses as administrative assistants. The training provided in management and personnel supervision, as well as advanced computer applications, allows graduates to advance into supervisory and management positions.

Career Opportunities

Graduates of this program will be capable of filling responsible and interesting positions as administrative assistants, with career paths leading to supervisory or office management roles. Executive office skills are needed in all areas of the work force including government, manufacturing, engineering, education, personal business, and electronic offices.

OAG11	Level 1	Hrs/Wk
ACCT157	Accounting Principles I	4.0
COPT144	Introduction to Windows Applications	4.0
OFAD100	Language Fundamentals	5.0
OFAD122	Problem Solving Applications	2.0
OFAD130	Procedures in Office Production I	6.0

OAG12	Level 2	Hrs/Wk
ACCT220	Accounting Principles II	4.0
COPT244	Intermediate Windows Applications	3.0
ENGL239	English Fundamentals II	3.0
OFAD226	Procedures in Office Production II	6.0

OAE23	Level 3	Hrs/Wk
ACCT350	Accounting Principles III	4.0
CMPT311	Principles of Dynamic Presentations	3.0
ENGL338	Administrative Communication III	3.0
EXEC303	Production Applications & Procedures	7.0
MGMT361	Managing Human Resources	3.0
OFAD113	Records Management	2.0

OAE24	Level 4	Hrs/Wk
ADMN120	Applied Decision Making	4.0
CMPT410	Desktop Publishing	4.0
ENGL438	Administrative Communication IV	3.0
OFAD402	Supervision in the Office	3.0
OFAD403	Office Technology Management	3.0
OFAD404	Information Management Applications	3.0

Program Eligibility Criteria Required Academic Preparation

OSSD with courses at the General Level
 Or
 BTSD-Level 4 Certificate
 Or
 Ontario High School Equivalency Certificate (GED)
 Or
 Mature Applicant with appropriate preparation

Recommended Academic Preparation

- Grade 12 English

Applicant Selection Criteria

Where the number of eligible applicants exceeds the available spaces in the program, the Applicant Selection Criteria will be:

- Preference for Permanent Residents of Ontario.
- Receipt of Application by February 1st.
- Achievement in the required academic preparation.
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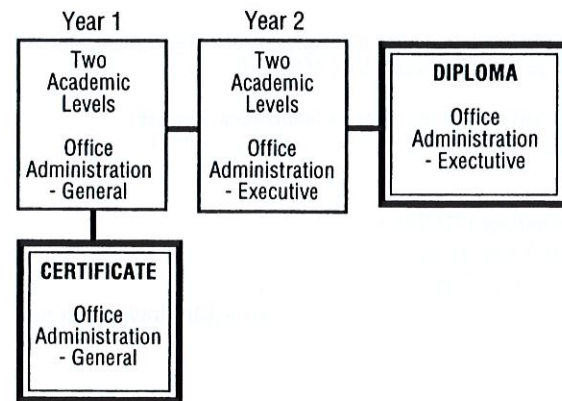
Note:

- Successful completion of the Office Administration - General certificate program (or the equivalent) is required for entry into the Office Administration - Executive program.
- A typing speed of 40 w.p.m. is recommended for entry into this program.

Approximate Costs (1999/2000)

Fees for: Levels 1 & 2 Levels 3 & 4
 \$2100.30 \$2100.30
 Books and Supplies: \$ 892.00 \$ 915.00
 plus \$20.00 for an optional calculator and optional computer and software (apprx. \$2500.00)

Program Progression



Course Descriptions

ACCT157 - Accounting Principles I

This course is the first semester of a two-semester course for the office administration students. Topics covered include all aspects of the accounting cycle for a service business: recording transactions, preparing the work sheet, adjusting accounts, closing accounts, and writing financial statements. Generally accepted accounting principles are emphasized. Banking procedures, cash control, and payroll responsibilities are also studied.

ACCT220 - Accounting Principles II

This is a continuation of ACCT157 using special journals and subsidiary ledgers. Accounting for merchandising companies will be introduced including Receivables and Payables. Students will be introduced to computerized accounting using Simply Accounting Version 6.0C using the General, Sales, Purchases, Payroll and Inventory modules.

ACCT350 - Accounting Principles III

This one-semester course uses the accounting software of Simply Accounting for Windows, Version 6.0. Students will become thoroughly familiar with all modules: General, Receivables, Payables, Payroll, Inventory, Project, and Bank Reconciliation. As well, students will prepare various financial statements and graphs. Students will learn to convert manual accounting systems to computerized accounting systems.

ADMN120 - Applied Decision Making

Students assume the roles of decision makers to apply previously acquired problem-solving strategies to situational activities. These simulated activities will involve communicating orally and in writing, supporting ideas and decisions, responding spontaneously to situations presented, handling complaints, evaluating work for clarity and completeness, and evaluating personal skills.

CMPT311 - Principles of Dynamic Presentations

Presentation of information in a concise and effective format is an important skill for office administrators. An emphasis on theory applied in experiential activities will develop strategies for building the effective presentations required in today's workplace. PowerPoint will be used to present data in a variety of media including on-screen slide shows incorporating animation and special effects, overhead transparencies and handouts.

CMPT410 - Desktop Publishing

Students will produce letterhead, brochures, flyers, newsletters, and other business documents for the public eye. Design, planning, and layout themes are discussed to enable students to produce documents that present an appropriate corporate image.

COPT144 - Introduction to Windows Applications

Students will be introduced to software applications used in the workplace. The fundamentals of the Windows NT operating system, Microsoft Word, Microsoft Excel, Internet Explorer, and e-mail are introduced.

COPT244 - Intermediate Windows Applications

Spreadsheets and database packages are used extensively in the workplace. This course further encompasses the use of Microsoft Excel 97 for worksheet preparation. Working with multiple sheets, charting, complex formula preparation and pivot tables will be emphasized. In addition, Microsoft Access 97 will be introduced for database preparation. Creating a database, entering and editing data and querying will be emphasized.

ENGL239 - English Fundamentals II

ENGL 239 is designed to provide students with instruction and practice in writing, with emphasis upon applied grammar and editing skills, as well as upon application of specific job search tasks.

ENGL338 - Administrative Communication III

ENGL 338 is designed to give students practice in writing business communications, in assessing professional articles and reviews, and in researching tasks in the workplace using the most recent technology.

ENGL438 - Administrative Communication IV

ENGL 438 is designed to give students practice in business and procedural writing, to prepare students for research tasks in the workplace using the most recent technology, to expand vocabulary skills, and to prepare students to assess business documents, such as professional articles and reviews.

EXEC303 - Production Applications & Procedures

This is a continuation of OFAD226 with emphasis on production skills using more complex assignments in rough-draft and handwritten form. Advanced word processing features will be introduced and incorporated into production tasks. Students will also become more familiar with daily office procedures, particularly those activities generated when planning meetings and trips. Emphasis is on logical problem solving and decision making which results in quality work produced within a given time frame.

MGMT361 - Managing Human Resources

Managing Human Resources examines the [4m]functions [24m] of a modern Human Resource Department, the [4m]environment [24m] in which they take place and the [4m]competitive, social, health and safety (WHMIS) and legal [24m] issues affecting the management of people. This course is designed to provide students with a comprehensive review of essential HRM concepts and techniques affecting the management of people today.

OFAD100 - Language Fundamentals

This one-semester course is offered to all entrants to the Office Admin-General Program. This course promotes development of students' abilities to produce professionally written business communications. Areas of study include the following: parts of speech, sentence structure, grammar, spelling, word use, punctuation, capitalization, use of numbers, abbreviations, editing and proof-reading. Use of a dictionary and THE GREGG REFERENCE MANUAL will be emphasized as aids for improving students' research, writing, and editing skills.