OFAD223 - Organizational Relations II

Continuing from OFAD123, this course introduces students to manual and electronic filing systems. Information distribution, ergonomics, travel and meeting preparation, office supplies and equipment are examined as students research and develop these topics while visiting businesses, surfing the Internet and producing a PowerPoint presentation for peers and professors. Students will prepare for effective job searches.

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 Service
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 Service office.

Admission to the College

Complete information concerning admission to programs at Fanshawe College may be found in the Central Admission Publication located in Registrar and Student Awards Services, 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:
Registrar and Student Awards Services, (519) 452-4277

For further specific program information, contact:
St. Thomas/Elgin Campus, (519) 633-2030

Fanshawe College
120 Bill Martyn Parkway
St. Thomas, Ontario
N5R 6A7   www.fanshawec.on.ca

Printed in Canada 9908

Fanshawe
COLLEGE

Office Administration - General
(Office Systems)

FANSHAWE COLLEGE

Community Driven . . .
Student Focused

Office Administration-General - (Office Systems)

A One Year Certificate Program
Program Code: OAG3   Campus Code: TC
September Admisison

This program introduces students to the modern business office. While using state-of-the-art computers, students will develop skills in keyboarding and machine transcription, Microsoft Word, Excel, Access, PowerPoint, Internet, e-mail, office procedures and computerized accounting. A customer service, problem-solving and practical approach to learning is emphasized throughout both semesters. Development in business correspondence, English language usage and accounting concepts are also covered.

Career Opportunities

Graduates of this program will find interesting and challenging positions as dicta-typists, receptionists, accounting clerks, data entry operators and in other entry level positions.

OAG31	Level 1	Hrs/Wk
ACTT107	Accounting Principles I	4.0
CMPR111	Computer Applications I	6.0
COMM048	College English and Communication I	5.0
KYBD120	Keyboarding and Document Formatting I	6.0
OFAD123	Organizational Relations I	2.0
OFAD124	Problem Solving Applications	2.0

OAG32	Level 2	Hrs/Wk
ACTT207	Accounting Principles II	4.0
CMNC204	College English and Communication II	3.0
CMPT319	Computer Applications II	6.0
KYBD129	Machine Transcription	3.0
KYBD230	Keyboarding and Document Formatting II	3.0
OFAD223	Organizational Relations II	2.0

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 Crit

Where the number of eligible applicants exceeds the available spaces in the program, the Applicant Selection Criteria will be:
A. Preference for Permanent Residents of Ontario.
B. Receipt of Application by February 1st.
C. Achievement in the required academic preparation.
D. Achievement in the recommended academic preparation.

Note:

Graduates of the Office Administration-General (Office Systems) Certificate program may apply to continue in the Office Administration - Executive program at the third level at the Oxford Street Campus in London (Campus Code: LC).

Approximate Costs (1999/2000)

Fees for: Levels 1 & 2
                   $1971.30
Books and Supplies: $832.00 plus optional electronic calculator
                   $50.00

Program Progression
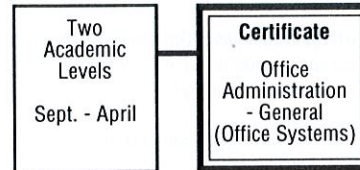
Course Descriptions

ACTT107 - Accounting Principles I
This course is an introductory accounting course for the Office Administration-General (Office Systems) students. The course covers the complete accounting cycle from the original transaction through financial statements for a service business. It also will cover banking procedures and cash controls, payroll concepts and employers' responsibilities.

ACTT207 - Accounting Principles II
This course emphasizes special journals and subsidiary ledgers. Accounting for mechandising companies will be introduced including Receivables and Payables. Students will be introduced to computerized accounting using Simply Accounting Version 6.0 using the General, Sales, Purchases, Payroll and Inventory modules.

CMNC204 - College English and Communication II
This course introduces the student to the formats and principles of modern communication in the workplace. With emphasis on the analysis of audience, purpose, and message, the student is presented with opportunities to establish skills in planning, writing, and editing documents for work-related and personal uses. Students will use word-processing to complete all writing assignments.

CMPR111 - Computer Applications I
Students will be introduced to microcomputer hardware components and common software applications used in the workplace. The fundamentals of Windows operating system, Microsoft Word, Microsoft Excel, Internet Explorer, and e-mail are introduced.

CMPT319 - Computer Applications II
This course introduces more complex Excel Worksheet preparation and charting. Complex formula and working with multiple sheets will be emphasized. Students will also learn Microsoft PowerPoint to create presenations using basic and advanced features. Database management using access will be covered as well.

COMM048 - College English and Communication I
This course promotes development of the OAG 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.

KYBD120 - Keyboarding and Document Formatting I
Complete review of the keyboard using specialized keyboarding software and Microsoft Word. Proper keyboarding techniques and presentation are stressed. Speed and accuracy development and instruction on the proper formatting of letters, memorandums, and reports is covered. Students will learn basic fundamentals of Microsoft Word while keying.

KYBD129 - Machine Transcription
This course introduces students to the use of dictaphone equipment in an office. Students will type various business correspondence following proper formatting rules using prepared tapes and the equipment.

KYBD230 - Keyboarding and Document Formatting II
This course follows KYBD120 continuing the speed development and accuracy, additional business correspondence development using more complex formats. Emphasis on proofreading and presentation of work are emphasised. Additional, more advanced Microsoft Word features are stressed.

OFAD123 - Organizational Relations I
This course introduces the student to the business office covering topics of time and stress management, recognition of different personality types, problem solving ability development, effective telephone usage, customer service and appropriate interpersonal behaviour with peers and supervisors.

OFAD124 - 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.