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:
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 Aministration - General

FANSHAWE COLLEGE

Community Driven . . .
Student Focused

Office Administration - General

A One Year Certificate Program
Program Code: OAG1   Campus Code: LC
September/January Admission

Today, training in computer applications and business theory is essential to obtain employment in the office administration field. This one year certificate program enables students to perfom a variety of office tasks proficiently. Students learn to work independently and as team members using good communication and problem solving skills. Graduates obtain employment as office assistants or continue their studies in the Office Administration - Executive Program.

Career Opportunities

Graduates may find interesting and challenging positions as receptionists, accounting clerks, data-entry operators, junior secretaries, and in other entry-level positions.

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

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:
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.

Notes:

- Graduates of the Office Administration - General program may apply to continue in the Office Administration - Executive program at the third level.
- Successful completion of this 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 the Office Administration - Executive program.

Approximate Costs (1999/2000)

Fees for:	Levels 1 & 2 $2100.30
Books and Supplies:	$892.00 plus an optional computer and software $2500.00

Program Progression
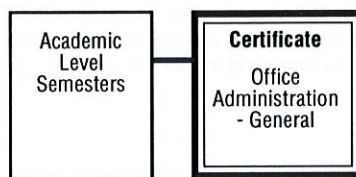
Course Descriptions

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 finanical 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.

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
Spreadsheet 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.

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.

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.