

EXEC202 - Administrative Procedures and Strategies
Deals with those essential office procedures required by employers--reception and customer service, telephone skills, scheduling of appointments, mail processing, filing and disk management, and inventory. Job search strategies will be explored. Effective job search documents will be produced, and students will participate in simulated interviews.

EXEC210 - Administrative Documentation II
Advanced word processing concepts will be applied to program-related documents and tasks, including rough-draft instructions and copy, composition, and problem solving. Case studies and simulations incorporating different kinds of businesses (financial, insurance, marketing) will provide an opportunity to apply theory & to reinforce concepts acquired in other courses.

EXEC310 - Administrative Documentation III
Students will further enhance their critical thinking, language, and technical skills by researching, analyzing, and organizing relevant and necessary information from a variety of sources. They will demonstrate their understanding of the information and processes involved by integrating narrative, visual, and numeric information in preparing a variety of effective business documents such as multi-page letters, executive summaries, briefs, abstracts, proposals, news releases, and reports.

EXEC401 - Canadian Business in the Global Economy
Current issues and trends affecting Canadian businesses domestically and internationally will be addressed. Topics include the following: introductory business law, types of organizations, spatial geography, significance of global economy, effects of sociology and politics on conduct of international business, transportation (air, rail, containers), import/export and customs, environmental issues, free trade, and marketing boards.

EXEC410 - Administrative Documentation IV
Students will study contract language, and preparation of contracts and proposals. Students will evaluate the reasoning, arguments and claims presented by others, detect biases, inaccuracies, and misrepresentations, and defend their acceptances or rejections. Students will also research, compose, and create formal business documents.

INFO104 - Business Language Fundamentals
Reviews and reinforces correct use of parts of speech, sentence structure, grammar, spelling, word use, punctuation, capitalization, use of numbers, abbreviations, editing and proofreading--the essential tools to enable students to produce professional business documents. The efficient use of business reference materials, as aids to improving comprehension, writing, and editing skills, will be emphasized.

INFO205 - Applied Business Language Fundamentals
This course continues the development of grammar, sentence structure, and composition skills. Machine transcription will be introduced as a means of reinforcing these skills. Students will analyze program-related problems and text, and plan appropriate responses. These responses will include

summarizing or rewording information and ideas, editing existing text, and composing responses. Tasks will support information presented in word processing, procedures, ethics and human resources courses.

MNMT190 - Professional Development I
This is an introductory course which will help students establish a solid foundation for individual adjustment and effective social functioning. Emphasis will be on the psychological dimensions of communication, factors influencing interpersonal relations, and personal growth and development.

MNMT290 - Professional Development II
Using both an academic and experiential approach, students will (a) be introduced to both the theory and research findings needed to understand what makes teams effective and (b) develop the skills required to apply that knowledge in practical situations. As today's organizations rely on team-oriented employees for creative, dynamic product development and solution generation, it is essential to be prepared to compete.

MNMT335 - Applied Project Management Strategies
Students will learn to manage the use of time and resources by multitasking to attain project-related goals. This course will reinforce strategies for coordinating the schedules and demands of multiple supervisors or projects, as well as team responsibilities and goals. Students will assume the roles of decision makers to apply previously acquired interpersonal and practical problem-solving strategies to situational activities.

MNMT390 - Professional Development III
Today's business environment, and particularly IT, is clearly client driven. This course helps the student to develop the skills required to be effective in a quality-oriented team environment. Team development skills, quality concepts, and ethical decision-making principals are developed through case study, research, lecture, interview and presentation modes. Emphasis is placed on ethical dilemmas facing the IT professional in today's global environment.

MNMT400 - Records Management
This course emphasizes the systematic control of company information contained in paper, microfilm, and electronic format. An electronic inventory of company records is demonstrated with hands-on cases using database software. Government guidelines for record retention are studied. Various classification methods are examined. The importance of a disaster recovery plan will be stressed.

MNMT490 - Professional Development IV
This course introduces the student to the role of the Human Resource function in an organization. It will detail the various activities i.e. job analysis, job description, recruitment, selection, orientation, training, health and safety (WHMIS), compensation, benefits, labour relations legislation, HR issues, etc. These will be explored from the perspective of both the employer and the employee. Job search skills and resume writing will also be included.

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 at any time a program, course, program major or option, change the location and/or term in which a program or course is offered, or withdraw an offer of admission both prior to and after its acceptance by an applicant or student because of insufficient applications or registrations, over-acceptance of offers of admission, budgetary constraints, or for other such reasons. In the event the College exercises such right, the College's sole liability will be the return of any monies paid by the applicant or student to the College.

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



Community Driven...
Student Focused

Office Administration - Executive

A Two Year Diploma Program

Program Code: OAE3 Campus Code: LC

LC: September Admission

Information Technology Division: (519) 452-4291

Average Salary: \$23,200

Current Grade 9 and Grade 10 Secondary School students considering admission to this program for September, 2003 and beyond should consult the 2001/2002 Fanshawe College Program Guide for the academic admission requirements for 2003/2004.

This two-year professional program is designed to give post-secondary students an extensive practical understanding and knowledge of business operations and processes. The emphasis is on interpersonal, communication, and problem-solving skills applied to a variety of business situations. Expert software application skills will be combined with analytical and multitasking strategies to facilitate decision making and task completion.

Graduates will have the knowledge and expertise to advance toward increasingly responsible positions as coordinators and administrators. In this capacity, they will be capable of overseeing projects, supervising and training others, exercising initiative and judgment, and making decisions within the scope of assigned authority.

Career Opportunities

Graduates of this program will be capable of filling responsible and interesting positions as administrative assistants and coordinators, with career paths leading to office management roles. Administrative professionals are required in all areas, such as governments, manufacturers, and businesses of all sizes.

OAE31	Level 1	Hrs/Wk
ACTT111	Accounting I	4.0
COPT143	Spreadsheet Design and Production	3.0
COPT162	Business Computing and the Internet	3.0
EXEC110	Administrative Documentation I	5.0
INFO104	Business Language Fundamentals	5.0
MNMT190	Professional Development I	3.0

OAE32	Level 2	Hrs/Wk
ACTT211	Accounting II	4.0
COPT243	Advanced Spreadsheet Applications	4.0
EXEC202	Administrative Procedures and Strategies	4.0
EXEC210	Administrative Documentation II	4.0
INFO205	Applied Business Language Fundamentals	4.0
MNMT290	Professional Development II	3.0

OAE33	Level 3	Hrs/Wk
ACTT311	Accounting III	4.0
CMPT311	Principles of Dynamic Presentations	3.0
COPT303	Database Management and Analysis	4.0
EXEC310	Administrative Documentation III	5.0
MNMT335	Applied Project Management Strategies	4.0
MNMT390	Professional Development III	3.0

OAE34	Level 4	Hrs/Wk
COPT403	Desktop Publishing	3.0
COPT425	Office Technology Management	3.0
COPT466	Integrated Information Management	3.0
EXEC401	Canadian Business in the Global Economy	3.0
EXEC410	Administrative Documentation IV	3.0
MNMT400	Records Management	3.0
MNMT490	Professional Development IV	3.0

Program Eligibility Criteria

Required Academic Preparation

OSSD with courses at the General Level with:

- Grade 12 English

Or

BTSD-Level 4 Certificate

Or

Ontario High School Equivalency Certificate (GED)

Or

Mature Applicant with standing in the required course stated above

Recommended Academic Preparation

- Grade 11 or Grade 12 Business and Consumers Mathematics
- Grade 11 or Grade 12 Accounting courses
- Basic computer familiarity
- Minimum touch keyboarding speed of 30 nwpm*

Note:

- *For further information on how to achieve this speed, consult the Program Co-ordinator.

Applicant Selection Criteria

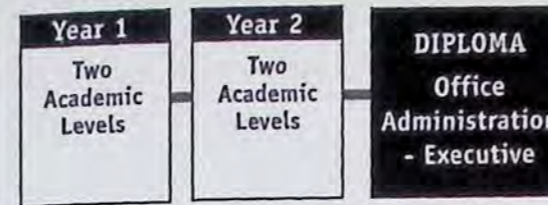
Where the number of eligible applicants exceeds the available spaces in the program, the Applicant Selection Criteria will be:

- Preference for Permanent Residents of Ontario.
- Receipt of Application by February 1st.
- Achievement in the required academic preparation.
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Approximate Costs (2000/2001)

Fees for:	Levels 1 & 2	Levels 3 & 4
	\$2143.90	\$2143.90
Books and Supplies:	\$ 960.00	\$ 940.00
	plus \$20.00 for an optional calculator and an optional computer and software (approximately \$2500.00)	

Program Progression



Course Descriptions

ACTT111 - Accounting I

Students become familiar with accounting terminology and receive practical experience in recording transactions and preparing financial statements for a service business. Generally accepted accounting principles are emphasized. Introductory analysis of financial information using case studies will increase the students' understanding. Banking procedures, cash control, and payroll responsibilities are also studied.

ACTT211 - Accounting II

The accounting cycle is reinforced using comprehensive application cases. Students record data relating to merchandising companies. Special journals and subsidiary ledgers are used. Students analyze statements and summarize the results. Computerized accounting is introduced using the General, Payable, Receivable, Payroll, and Inventory modules. Partnership and corporate equity are also studied.

ACTT311 - Accounting III

This course uses current accounting software. Students will become thoroughly familiar with all modules, including budgeting. They receive extensive practice inputting source documents. Students convert manual accounting systems to computerized systems. Comparative financial statements are prepared and analyzed, along with various graphs and charts.

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. Presentation software will be utilized at an advanced level to present data as an on-screen slide show, incorporating animation and special effects, and for the appropriate use of handouts.

COPT143 - Spreadsheet Design and Production

Students are introduced to spreadsheets and spreadsheet terminology. Managing multiple sheets, formatting, charting, preparing formulae, and manipulating data will be covered. Tables are produced using business mathematics and accounting concepts.

COPT162 - Business Computing and the Internet
Students receive an introduction to the Windows operating system and learn to use Windows Explorer to manage files. An introduction to the Internet will provide the student with an overview of the structure, tools and research techniques required to efficiently locate information. Topics include browsers, search engines, security, downloading, copying, Internet vs. Intranet, e-mail, e-commerce, and an introduction to database design concepts.

COPT243 - Advanced Spreadsheet Applications

Emphasis will be on the understanding, interpretation, and analysis of spreadsheets. Topics include building complex formulae, working with named ranges, exploring database functions, creating macros, and using advanced file techniques including linking, comments, and protecting information. Analysis tools include goal seek, pivot tables, scenarios and solver. Integrating spreadsheets with documents created using word processing will be practised.

COPT303 - Database Management and Analysis

This course will develop the student's knowledge of database software. Emphasis will be on designing a table structure and forms, building basic and advanced queries, defining relationships, enforcing referential integrity, creating summary reports, performing calculations, and exporting, importing, and linking data from other applications.

COPT403 - 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. Basic web page design and maintenance are included.

COPT425 - Office Technology Management

This course is designed to enable the graduate to function efficiently in a small-business environment without immediate technical support. Topics include the improvement of productivity through technology and systems, optimization of resources, and the selection, procurement, design and maintenance of systems.

COPT466 - Integrated Information Management

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 integrating database, spreadsheet, and word processing software, students will use technology to solve problems and make decisions.

EXEC110 - Administrative Documentation I

Efficient word processing concepts to an intermediate level will be applied to the composition and production of business documents including memos, letters, and short reports. This course will also build text and data input speed and accuracy required to meet multiple deadlines encountered in subsequent courses, as well as in today's business environment.