

# Office Administration Diploma

## Program Overview

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The objective of this program is to prepare students to work in an office environment as administrators and assistants. The program provides students with comprehensive knowledge and office skills to make them successful as assistants in business settings.

## Expected Learning Outcomes

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After completion of the program, students will be able to:

1. Respond to business-related requests by telephone and e-mail.
2. Gain proficiency in Microsoft Office Applications.
3. Organize and manage office/business records.
4. Prepare reports and assist with the overall functions of departments.
5. Perform a variety of clerical and administrative tasks.
6. Meet work deadlines by acquiring time management skills.

## Core Subjects

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- Keyboard Skill Building Level 1 and 2
- Microsoft Office: Word Level 1, 2 and 3, Excel Level 1, 2 and 3, Outlook Level 1 and 2, PowerPoint Level 1, Access Level 1, Publisher
- Business Courses: Business Correspondence Level 1 and 2, Business Math, Business Planning
- Basic Bookkeeping Level 1 and 2
- Office Procedures Level 1 and 2
- Sage 50 Premium Accounting 2013
- Management Fundamentals
- Job Search and Resume Writing
- Grammar Essentials for Business Writing
- Customer Service Essentials
- Thought Patterns for a Successful Career
- Windows 10 Level 1 and 2
- Internet Fundamentals

## Resources: Books and Materials

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- Integrated Learning™ System training facilitated by AOLCC facilitators
- AOLCC Text Books

## Assessment Summary

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Evaluation in the diploma will be based on the score obtained by student in all the individual subjects/courses. Every subject/course has different criterion of marking. Some of the courses have quizzes, lab exercises, practical exams and projects that may or may not count for the final mark depending on the course.

INITIAL: \_\_\_\_\_

**Students must achieve a 75% program average to obtain a diploma.**

Subject/Course	Criterion	Percentage
<ul style="list-style-type: none"> <li>• Keyboard Skill Building Level 1</li> </ul>	Minimum 10 wpm	N/A
<ul style="list-style-type: none"> <li>• Keyboard Skill Building Level 2</li> </ul>	Minimum 25 wpm	N/A
<ul style="list-style-type: none"> <li>• Microsoft Publisher</li> <li>• Business Courses: Business Correspondence Level 1 and 2, Business Math, Business Planning</li> <li>• Basic Bookkeeping Level 1 and 2</li> <li>• Office Procedures Level 1 and 2</li> <li>• Management Fundamentals</li> <li>• Job Search and Resume Writing</li> <li>• Grammar Essentials for Business Writing</li> <li>• Customer Service Essentials</li> <li>• Sage 50 Premium Accounting 2013</li> </ul>	Final Exam	100%
<ul style="list-style-type: none"> <li>• Windows 10 Level 1 and 2</li> <li>• Internet Fundamentals</li> <li>• Microsoft Office: Word Level 1, 2 and 3, Excel Level 1, 2 and 3, Outlook Level 1 and 2, PowerPoint Level 1, Access Level 1</li> </ul>	Quizzes 40% Final Exam 60%	100%
<ul style="list-style-type: none"> <li>• Thought Patterns for a Successful Career</li> </ul>	Final Project Attendance Assignments	N/A

### Career Occupation

This program prepares students to work in fast-paced office environments as corporate secretaries, executive assistants, office administrators, and special assistants. Upward mobility in this role is possible with experience, motivation, dedication, and a positive attitude.

### Course Outline

#### **OFFICE ADMINISTRATION DIPLOMA**

**Duration in Hours:** 972

**Duration in Weeks:** 48

**Prerequisites:** KBD15E1 Introduction to Keyboarding and PCF20E1 Personal Computer Fundamentals.

Seq.	Course	Description	Hours
1	KBD15E2	Keyboard Skill Building Level 1	25
2	KBD15E3	Keyboard Skill Building Level 2	25
3	WIN10E1	Windows 10 Level 1	21
4	WIN10E2	Windows 10 Level 2	20

INITIAL: \_\_\_\_\_

Seq.	Course	Description	Hours
5	WRD19E1	Microsoft Word 2019 Level 1	28
6	WRD19E2	Microsoft Word 2019 Level 2	37
7	WRD19E3	Microsoft Word 2019 Level 3	34
8	EXC19E1	Microsoft Excel 2019 Level 1	28
9	EXC19E2	Microsoft Excel 2019 Level 2	35
10	EXC19E3	Microsoft Excel 2019 Level 3	35
11	PRA103WC	Practical Applications 3 Units-WC	60
12	INF18E1	Internet Fundamentals	22
13	OTL19E1	Microsoft Outlook 2019 Level 1	25
14	OTL19E2	Microsoft Outlook 2019 Level 2	25
15	PPT19E1	Microsoft PowerPoint 2019 Level 1	24
16	ACS19E1	Microsoft Access 2019 Level 1	27
17	CSR13E1A	Customer Service Essentials	20
18	BWE06E1	Grammar Essentials for Business Writing	30
19	BSC13E1	Business Correspondence Level 1	32
20	BSC13E2	Business Correspondence Level 2	32
21	OFP10E1	Office Procedures Level 1	24
22	OFP10E2	Office Procedures Level 2	24
23	PBL13E1	Microsoft Publisher 2013 Level 1	26
24	BPL15O1	Business Planning	16
25	BMA06E1	Business Math	22
26	BBK99E1	Basic Bookkeeping Level 1	30
27	BBK99E2	Basic Bookkeeping Level 2	20
28	SG5013E1	Sage 50 Premium Accounting 2013	46
29	MFN06E1	Management Fundamentals	36
30	THPAT18	Thought Patterns for a Successful Career	24
30	JSR11E1	Job Search and Resume Writing	30
31	SR(OA-BC)	Study/Review – Office Administration - BC	89
			972

### Admission Requirements

Grade 12 diploma or mature student status. Mature students must successfully complete admissions test or prove English proficiency score of the following: IELTS overall score of 5.5 with no band under 5 or PTE overall score of 43 with a minimum score of 43 in listening, reading and vocabulary or TOEFL iBT overall score of 65 with no sub score less than 15.