OATA – Administrative Assistant Specialty Certificate

Office Administration

Effective Term & Year: Fall 2023
Program Outline Review Date: 2028-03-01

Program Area: Office Administration

Description:

The Office Administration Program (OFAD) offers basic to advanced business, office, and computer applications skills training. The program offers the Office Administration Certificate and two specialty certificates: the Bookkeeping Specialty and the Administrative Assistant Specialty.

The program is targeted at students who are seeking an Office Administration certificate with the option to complete one or two specialty certificates. OFAD students usually have a strong desire to work in various business offices such as accounting firms, government offices, small and large businesses, manufacturing, legal offices, and numerous professional offices. Students who complete the Office
Administration certificate and/or its specialties are able to transfer their courses and certificates to Office Administration and Applied Business Technology programs in British Columbia.

Program Information:

All OFAD courses are taught in an individualized format with set hours for course completion from September to early June. Students learn through instructor-guided individual study in online courses.

Start and Completion Dates:

Office Administration Certificate: varied – September to early June (22 weeks)
Administrative Assistant Specialty Certificate: varied – September to early June (15 weeks)
Bookkeeping Specialty Certificate: varied – September to early June (15 weeks)

Full-time students who start their studies in September should expect to complete their OFAD Certificate by mid-February and possibly a Specialty by early June. Students who start after the first week of September can expect to complete their classes in the following academic year.

Credentials Granted:

Office Administration – Administration Assistant Specialty Certificate

Minimum Course Grade: A minimum grade of C

Program Average: A minimum program grade point average of 3.0/10 (C average)

Program Goals and Career Pathways:

The College of the Rockies has developed its Office Administration Program based on common courses within a certificate followed by two optional specialty certificates. Each specialty has an emphasis on different skills sets required in today's business world:

1. The **Office Administration Certificate** focuses on the basic knowledge and skills to work in a supervised office.

1. The **Bookkeeping Specialty Certificate** focuses on numeracy skills. Successful completion of this certificate should lead to work as a bookkeeper, accounting clerk, night auditor, or other similar positions.

1. The **Administrative Assistant Specialty Certificate** focuses on writing, word processing, office administration procedures, desktop publishing, and communications. Successful completion of this certificate should lead to work as an administrative assistant, office clerk, executive assistant, or other similar positions.

Students entering the program are not required to choose their specialty until they are certain which stream of studies best suits their skills, abilities, and career goals.

Progression Requirements:

To be eligible to receive a Bookkeeping and/or Administrative Assistant Specialty certificate, a student must first complete the requirements for the Office Administration certificate. Some specialty courses may be completed without completing the OFAD certificate requirements

provided all prerequisites are met. A student must complete all courses for a specialty certificate within five calendar years from entry into the program.

Delivery Methods: Online

Credits: 30.5

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	
Other	1080
Total	1080

Admission Requirements:

- Complete all of the following
  - Earned a minimum grade of C+ (65%) in at least 1 of the following:
    - CMPS 11 – Composition 11
    - LTST 11 – Literary Studies 11
    - NMD 11 – New Media 11
    - ELNM 11 – EFP Literary Studies + New Media 11
    - EFLS 11 – EFP Literary Studies and Writing 11
    - ENGL080 – English – Advanced Level
    - ENGL092 – English – Provincial Level (Essential English)
  - Earned a minimum grade of C (60%) in at least 1 of the following:
    - FOM 11 – Foundations of Mathematics 11
    - WPM 11 – Workplace Mathematics 11
    - MATH080 – Mathematics – Advanced Level
    - MATH081 – Math – Advanced Level (Business/Technical Mathematics) (3)
    - MATH082 – Mathematics, Advanced Level (Developmental Mathematics)

Recommended Admission Requirements:

The following education is highly recommended for student success within the program:

- Secondary school graduation or equivalent or completion of a College of the Rockies assessment to an acceptable level.

COTR academic assessments may be used to determine math and English skills for admission.

Students who require some Grade 11 and 12 credits may be able to start studies in Office Administration while completing other courses.

Secondary school students may register in Office Administration with a *Letter of Permission* from their secondary school principal.

Non-Academic Admission Requirements:

Keyboarding Assessment achieving 30 gross words per minute with three or fewer errors in three 3- minute timings. Students unable to meet the keyboarding assessment must complete OFAD 155 Keyboarding 1.

Program Completion Requirements:

Office Administration Certificate
17.5Total Credits

- Completed the following:
  - OFAD158 – Windows, Outlook, & File Management (1)
  - OFAD160 – Word Processing 1 (1.5)
  - OFAD165 – Word Processing 2 (2)
  - OFAD170 – Bookkeeping 1 (3)
  - OFAD150 – Employability Skills (1.5)
  - OFAD130 – Business English Essentials (3.5)
  - OFAD134 – Office Procedures 1 (3)
  - OFAD180 – MS Excel Essentials and Business Math (2)

Office Administration – Administrative Assistant Specialty Certificate
13 Total Credits

- Completed the following:
  - OFAD220 – Desktop Publishing (3)
  - OFAD233 – Business Communications (3)
  - OFAD260 – Word Processing 3 (3)
  - OFAD183 – MS PowerPoint 1 (1.5)
  - OFAD234 – Office Procedures 2 (2.5)

Grand Total Credits: 30.5

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the

classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Program Transfer Credit:

For information about block transfer agreements between programs in British Columbia, Alberta, and elsewhere, please visit http://www.cotr.bc.ca/transfer.

To minimize transfer issues, check with an academic advisor at the institution that will receive the transfer credits.

Academic Policies:

College of the Rockies policies related to courses can be found at https://cotr.bc.ca/about-us/college-policies/ and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.4.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Program Changes:

Information contained in this program outline is correct at the time of publication. Courses and course content may be revised from time to time based on changing educational, employment and marketing needs. The timetable may also be revised.

Course Descriptions: Refer to Course Outlines – https://outlines.cotr.bc.ca/course/