

# OFFICE ADMINISTRATION – EXECUTIVE (EXS)

## About the Program

This twelve-month diploma program will develop the administrative and technological skills you will need in order to meet the demands of the current and emerging business environment. Through practical, hands-on training you will acquire a knowledge of business office procedures, document preparation, Microsoft Office applications, basic human resources practices, professionalism and ethics.

In three consecutive semesters, you will acquire the skills and knowledge usually offered in a four-semester program. This format allows you to complete the program and access the job market at non-traditional times. Fluency in English is critical to your success in the program and the business environment, and there is a strong focus on communicating effectively from the beginning of your program to graduation.

## Required Keyboarding Speed

You must have keyboarding speed of 50 words per minute (net) to graduate from this program.

## Credential Awarded

Ontario College Diploma

## Duration

3 Semesters (12 Months)

## Starts

January, September

## Program and Course Delivery

This program is offered in Seneca's hybrid delivery format. Some coursework is online and some must be completed in person. Students will need to come on campus to complete in-person learning requirements.

## Skills

Throughout this program you will develop the following skills:

- Written communication, drafting and proofreading
- Organization and time management
- Scheduling and task coordination
- Facility in basic accounting procedures
- Proficiency in Microsoft Office applications

## Work Experience

### Field Placement

If you meet all the necessary academic requirements, you will be able to participate in an unpaid field placement that will allow you to acquire hands-on experience in a formal work environment. You may have a shared responsibility for securing a placement. The placement may take place after the third semester of classroom studies, extending the length

of the program by one month. Successful completion of this placement is a requirement for graduation.

## Your Career

Graduates of the program can explore the following career options:

- Executive assistant
- Administrative assistant
- Office manager
- Executive secretary

## Affiliations/Associations

Through a partnership with the Association of Administrative Professionals (AAP) (<https://canadianadmin.ca/>), student members will have access to national and international resources, learning opportunities and up-to-date industry trends. Students and graduates of Seneca's Office Administration programs can choose to develop their careers by pursuing a Canadian Certified Administrative Professional (CCAP) certification through the AAP.

## Program of Study

Course Code	Course Name	Weekly Hours
<b>Semester 1</b>		
BCM111	Business Communications	4
BMA101	Business Math Applications	3
COM101 or COM111	Communicating Across Contexts Communicating Across Contexts (Enriched)	3
DPW111	Introduction to Document Production	5
ECS111	Email and Calendaring Software	1
ICP111	Computer Presentation Software	3
OPR112	Office Procedures	4
<b>Semester 2</b>		
ACI311	Introductory Accounting	5
DBA311	Database Software	4
DPW311	Intermediate Document Production	5
SDE311	Spreadsheet Software	4
TRT311	Transcription Techniques	3
plus: General Education Course (2)		6
<b>Semester 3</b>		
ACS511	Accounting Software	2
CPD501	Career and Professional Development	3
DPW511	Advanced Document Production	3
EFP501	Executive Field Placement	1
EOP511	Executive Office Procedures	4
IHR511	Introductory Human Resources	3
IPM511	Introduction to Project Management	3
SWI511	Software Integration	3
plus: General Education Course (1)		3

## Additional

A typing speed of 50 words per minute is required to graduate from this program.

## Program Learning Outcomes

This Seneca program has been validated by the Credential Validation Service as an Ontario College Credential as required by the Ministry of Colleges and Universities.

As a graduate, you will be prepared to reliably demonstrate the ability to:

- Apply scheduling, task coordination, and organizational skills to facilitate the completion of tasks and to meet deadlines in the workplace.
- Assess, establish, and maintain data management systems to ensure organized electronic and paper records for the workplace.
- Coordinate the receiving, analyzing, distributing and responding to electronic and paper communications to facilitate the flow of information in the workplace.
- Produce accurate financial records for the workplace within a specified time frame by compiling information and using appropriate software.
- Produce accurate business correspondence by a specified deadline using available computer technology.
- Use effective interpersonal skills in the workplace to assist the completion of individual and team tasks, to ensure effective customer service, and to promote the image of the organization.
- Research, develop, and present a report substantiating the selection of resources or services for the workplace using written and oral presentation techniques and appropriate technology.
- Troubleshoot and show initiative in the creation and production of accurate, organized business documents within a specified time frame.
- Provide technical support and training related to computer software to others in the workplace as required.
- Organize meetings, conferences, special events, and travel including the preparation of related documentation.
- Use the Internet and its tools in a business setting to enhance communication and business opportunities.
- Manage a personal computer.
- Demonstrate administrative skills to enhance the effective operation of the workplace.

## Admission Requirements

- Ontario Secondary School Diploma (OSSD), or equivalent, or a mature applicant (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/mature-applicants.html>)
- English: Grade 12 C or U, or equivalent course

Canadian citizens and permanent residents may satisfy the English requirements for this program through successful Seneca pre-admission testing. (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/mature-applicants.html>)

Recommended upgrading for applicants who do not meet academic subject requirements. (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/upgrading-options.html>)

### Notes

Although not required for admission, completion of Grade 12 mathematics is recommended for your success in the program.

## International Student Information

International admissions requirements vary by program and in addition to English requirements (<https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/english-requirements.html>), programs may require credits in mathematics, biology, and chemistry at a level equivalent to Ontario's curriculum, or a postsecondary degree or diploma, equivalent to an Ontario university or college. Program-specific pre-requisite courses and credentials are listed with the admission requirements on each program page. To review the academic requirements please visit: Academic Requirements - Seneca, Toronto, Canada ([senecapolytechnic.ca](https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/academic-requirements.html)) (<https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/academic-requirements.html>).

## Pathways

As a leader in academic pathways, we offer a range of options that will allow you to take your credential further in another Seneca program or a program at a partner institution.

To learn more about your eligibility, visit the Academic Pathways (<https://www.senecapolytechnic.ca/pathways.html>) web page.