# OFFICE ADMINISTRATION (OADM)

**OADM 1102  Credits: 3**
**Keyboarding 1  Total Hours: 75**
This course gives students an opportunity to develop correct touch-typing technique and reach a minimum keyboarding speed of 30 gross words per minute (gwpm) on a five-minute test with a maximum of five errors.
Prior Learning Assessment is available.

**OADM 1103  Credits: 1**
**Outlook  Total Hours: 21**
This course introduces students to Outlook to manage communications using Email, schedule important appointments and meetings using Calendar, and create and maintain an address database using Contacts. In addition, File Explorer will be introduced to inform students on how to navigate and manage drives, folders, and files on the computer.

**OADM 1104  Credits: 2.5**
**Word 1  Total Hours: 48**
This course covers basic word processing skills using MS Word. Topics include opening, saving, printing, character formatting, paragraph formatting, and section/page formatting. Further topics include working with bullets and numbers, multi-level lists, creating headers and footers, and page breaks and section breaks. Troubleshooting techniques will also be discussed to enable students to overcome issues encountered when using Word.

**OADM 1105  Credits: 2.5**
**Business Writing 1  Total Hours: 48**
Business Writing 1 will provide students with the skills to prepare documents using correct grammar, sentence structure, punctuation, and mechanics while adhering to correct word usage. Additionally, students will be given a framework to plan workplace communications with an emphasis on written documents.

**OADM 1106  Credits: 2.5**
**Excel  Total Hours: 48**
This course provides an introduction to spreadsheets and their use. Spreadsheets are used to develop accounting concepts and to show graphical changes due to financial management. This course also covers database management using Excel tables, along with sorting and filtering of record data.

**OADM 1107  Credits: 2.5**
**Office Skills 1  Total Hours: 48**
This course covers general office procedures including front-line reception, familiarity with various office equipment, handling incoming and outgoing mail, filing documents alphabetically and numerically using the ARMA filing rules, and effective communication in the workplace.

**OADM 1108  Credits: 2.5**
**Business Writing 2  Total Hours: 53**
This course trains students to create business documents that meet the comprehensive demands of today's office. They will apply job-specific transferable skills and content knowledge learned in Word 1 and Business Writing 1.
**Pre-requisite(s):** OADM 1104, OADM 1105

**OADM 1109  Credits: 2.5**
**Job Search  Total Hours: 48**
This course will provide students with the skills to develop a job search strategy which covers resumes, references, social media, cover letters, interviews and follow-up, and thank you notes.
**Pre-requisite(s):** OADM 1104, OADM 1108

**OADM 1201  Credits: 2.5**
**Word 2  Total Hours: 48**
This course builds on the Word 1 course and includes intermediate word processing skills. Students produce professional documents that include tables, mail merges, and table of contents. In addition, students generate newsletters and other forms of promotional material through the use of WordArt and SmartArt.

**OADM 1202  Credits: 2.5**
**Keyboarding 2  Total Hours: 48**
This course gives the students an opportunity to develop their speed while using correct touch-typing technique and reach a minimum keyboarding speed of 40 gross words per minute (gwpm) on a five-minute test with a maximum of five errors.
Prior Learning Assessment is available.

**OADM 1203  Credits: 2.5**
**Business Writing 3  Total Hours: 48**
Business Writing 3 gives students the skills to apply the communication strategies introduced in Business Writing 1 and Business Writing 2. In addition to developing a strategy to plan communications, students will learn the techniques for writing direct, persuasive, and negative messages. In addition, students will develop strategies for preparing a variety of reports.

**OADM 1204  Credits: 2.5**
**Office Finance  Total Hours: 48**
This course provides an introduction to accounting principles needed to perform basic bookkeeping operations. Administrative assistant-related activities are emphasized to deal with GST and PST, travel expenses, petty cash, ordering of supplies, and banking procedures. Learners are introduced to a standard accounting software.

**OADM 1205  Credits: 1.5**
**Social Media and Technology  Total Hours: 30**
This course exposes students to different types of social media platforms and to a variety of technology and software encountered in the workplace. With hands-on training, students will update information on social media sites, collaborate and share files using various sharing platforms, research cloud-based applications, and create and deliver a presentation using PowerPoint.

**OADM 1206  Credits: 1**
**Practicum Preparation  Total Hours: 21**
This course prepares students prior to their going out on practicum. Students will be required to complete practicum forms and prepare for their practicum interview. Students will also have the opportunity to practice learned material in order to apply their skills on their upcoming practicum. In addition, guest speakers will be invited to speak to students to give insights on employment opportunities and job preparedness.

**OADM 1207  Credits: 1.5**
**Access  Total Hours: 30**
This course provides students with an understanding of how to manage information using MS Access, a relational database management system. Through hands-on training, students focus on how to add, update and delete information in tables, create basic forms for data entry, generate queries for extracting data, and produce reports for distribution.

**OADM 1208  Credits: 2**
**Office Skills 2  Total Hours: 39**
This course prepares students in advanced administrative duties such as minute taking and transcription. In addition, students understand the importance of communication styles, and develop best practices for dealing with conflict, delivering feedback, and problem solving. Time and project-management skills will also be emphasized as students will be required to put together a portfolio of their work acquired throughout the program.

**OADM 1209  Credits: 3**
**Admin Professional Practicum  Total Hours: 90**
This three-week practicum in an office gives students practical experience in applying the knowledge and skills acquired throughout the program.
**Pre-requisite(s):** OADM 1201, OADM 1202, OADM 1203, OADM 1204, OADM 1205, OADM 1206, OADM 1207, OADM 1208

**OADM 1401  Credits: 1.5**
**Introduction to Accounting  Total Hours: 45**
This course teaches how to understand and apply fundamental accounting principles to prepare, summarize and interpret financial data. Topics include the accounting cycle, theory and classification of accounts, accounting procedures, managerial accounting, budget requirements, credit and banking, government services and taxes, investment and stock options, and analysis and interpretation of financial statements. This course is part of the Executive Assistant (Part-time) program.

**OADM 1402  Credits: 1.5**
**Introduction to Economics  Total Hours: 45**
This course teaches how to understand basic economics and management concepts and principles as they apply to business organizations. Topics include national income and determinants, financial systems, social and economic programs, and international trade. This course is part of the Executive Assistant (Part-time) program.

**OADM 1403  Credits: 1.5**
**Business Law  Total Hours: 45**
This course teaches how to understand business law and the implications of governmental controls as they impact upon business and office operations. Topics include legal systems, contracts, property, business entities, local statutes, domestic policy, and tariffs and quotas. This course is part of the Executive Assistant (Part-time) program.

**OADM 1405  Credits: 1.5**
**Administrative Technology  Total Hours: 45**
This course teaches how to exercise initiative and judgment in setting priorities, making decisions and delegating workload; and to understand and apply knowledge related to information processing, telecommunications, records management, and integrated office systems. Topics include office management, executive travel, record management, cultural and community affairs, networking and implementing advanced automated office systems, and written and oral communication skills. This course is part of the Executive Assistant (Part-time) program.

**OADM 1406  Credits: 1.5**
**Human Resources Management  Total Hours: 45**
This course teaches how to understand and apply the principles of organizational, production, and marketing management in the workplace. Topics include personnel selection and development, compensation and benefits, training and development, employees' safety and health, performance appraisal, employee/labour relations, grievances, discipline, counselling and employee separation processes. This course is part of the Executive Assistant (Part-time) program.

**OADM 1407  Credits: 1.5**
**Organizational Behaviour  Total Hours: 45**
This course teaches how to understand and apply principles of human relations in the workplace. Topics include behavioural science in business, team dynamics, leadership dynamics, interpersonal communications, managing change, principles and theories of management, decision making processes, the functions of management, production and operations management, and marketing management. This course is part of the Executive Assistant (Part-time) program.

**OADM 1450  Credits: 3**
**Legal Office Procedures  Total Hours: 75**
This course introduces students to the skills necessary to be effective in a legal environment. Topics covered include federal and provincial legislative processes and court systems, legal documents, legal correspondence, confidentiality and professional responsibility, fees and billing, legal research and citations of law, vocabulary, and transcription This course is part of the full-time Legal Administrative Assistant Program.

**OADM 1451  Credits: 4**
**Conveyancing  Total Hours: 100**
This course covers real property transactions and mortgage documents. Students handle conveyancing files, including preparation of statements of adjustments, and documents acceptable for filing at the Land Title Office. Assignments include vocabulary, transcription and preparation of the documents required to complete a residential conveyance. Procedures required to file documents electronically at the Land Title Office are also covered. This course is part of the full-time Legal Administrative Assistant Program.
**Pre-requisite(s):** OADM 1450

**OADM 1452  Credits: 3**
**Corporate Law  Total Hours: 75**
This course covers different business structures, corporations, incorporation procedures, postincorporation procedures, annual maintenance, and dissolution procedures. Students prepare documents acceptable for electronic filing with the Registrar of Companies and handle files as a corporate legal administrative assistant, including preparation of correspondence, share certificates, and registers. Vocabulary and transcription are included. This course is part of the full-time Legal Administrative Assistant Program.
**Pre-requisite(s):** OADM 1450

**OADM 1453  Credits: 2**
**Family Law  Total Hours: 50**
This course covers federal and provincial family legislation, family law agreements, uncontested divorce proceedings, joint divorce proceedings and contested divorce proceedings. Students prepare documents acceptable for filing with the Divorce Registry of the British Columbia Supreme Court. Assignments include preparation of legal correspondence and documents, vocabulary, and transcription. This course is part of the full-time Legal Administrative Assistant Program.
**Pre-requisite(s):** OADM 1450, OADM 1454

**OADM 1454  Credits: 4**
**Litigation  Total Hours: 100**
This course covers how civil actions proceed in the British Columbia Supreme Court and offers practical experience in the preparation of civil British Columbia Supreme Court documents acceptable for filing in the Court Registry, preparation of correspondence and documents, as well as vocabulary and transcription. This course is part of the full-time Legal Administrative Assistant Program.
**Pre-requisite(s):** OADM 1450, OADM 1452

**OADM 1455  Credits: 2**
**Wills & Estates  Total Hours: 50**
This course covers the preparation of wills and codicils, and the documents necessary to apply for grants of Letters Probate and Letters of Administration. Students prepare documents acceptable for filing at the Probate Registry, and for the transmission and distribution of estates; they also prepare correspondence and documents, learn vocabulary, and practice transcription. This course is part of the full-time Legal Administrative Assistant Program.
**Pre-requisite(s):** OADM 1450, OADM 1454

**OADM 1456  Credits: 2**
**Practicum  Total Hours: 70**
This two-week practicum in a law office or the legal department of a government or business gives students practical experience in applying the knowledge and skills acquired during the program. This course is part of the full-time Legal Administrative Assistant Program.
**Pre-requisite(s):** OADM 1450, OADM 1452, OADM 1451, OADM 1454, OADM 1453, OADM 1455, OADM 1460

**OADM 1460  Credits: 1**
**Speed & Accuracy  Total Hours: 25**
This course helps students develop keyboarding speed and accuracy, using selected timed writings and drills. This course is part of the full-time Legal Administrative Assistant Program.