

# OFFICE ADMINISTRATION (OACP)

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**OACP 1101 Credits: 1.5**

**Keyboarding For Speed Building Total Hours: 18**

Improve computer skills in a supportive environment. Increase speed and accuracy through exercises, drills, and techniques. Students must know key locations or take Keyboarding for Beginners (OACP 1102) to learn key locations prior to taking this course.

**OACP 1102 Credits: 1.5**

**Keyboarding For Beginners Total Hours: 18**

An overview of topics including key letters, numbers, and symbols; common errors; keyboarding tips; and the importance of good posture. Skills and techniques are developed through in-class practice lessons. Prior Learning Assessment is available.

**OACP 1103 Credits: .5**

**Writing Business Letters Total Hours: 6**

Develop and use business writing principles such as the active voice, positive tone, and modern language. Practice using different letter formats and structures.

**OACP 1104 Credits: .5**

**Grammar Review Bus Writing Total Hours: 6**

Review sentence structure with an emphasis on avoiding sentence fragments, run-on sentences, and passive verbs. Practice rewording and condensing. Review the most common grammatical errors made by business writers and learn to improve style and punctuation.

**OACP 1105 Credits: 1.5**

**Introduction To Payroll Total Hours: 24**

Learn payroll law, record maintenance, and pay cheque and T4 preparation. Study Employment Standards, WCB, Revenue Canada Taxation, Records of Employment, and Stats Canada reporting.

**OACP 1106 Credits: .5**

**Building Powerful Vocabulary Total Hours: 6**

Learn vocabulary-building tips such as recognizing context clues, understanding confused / misused words, and identifying word parts.

**OACP 1107 Credits: .5**

**Memos, Emails, and Reports Total Hours: 6**

Overview of standard structure, style, and format for memos, emails, and reports. Examine email etiquette and business writing processes. Learn how effective use of modern and powerful business language will lead to positive results.

**OACP 1108 Credits: 2.5**

**Medical Terminology 1 Total Hours: 30**

Learn the basics of anatomy, physiology, pathology, and body structure and functions. Explore disease processes, investigations, treatments, and surgical terms and applications. This is the first half of a two-part course. Must be followed by Medical Terminology 2 (OACP 1109).

**OACP 1109 Credits: 2.5**

**Medical Terminology 2 Total Hours: 30**

Follows Medical Terminology 1. This study of body systems discusses senses, oncology, and pharmacology.

**Pre-requisite(s):** Medical Terminology 1 (OACP 1108) or a comparable course approved by the instructor

**OACP 1111 Credits: 2**

**Medical Office Procedures Total Hours: 24**

Overview of the administrative and clinical duties involved in medical office management, including appointment scheduling, patient record management, lab procedures, and classifying drugs and routes of medication.

**OACP 1113 Credits: .5**

**Intro to Legal Office Program Total Hours: 3**

An explanation of law firm types, the roles of legal support staff, and the different areas of law. Learn about the contents of the Legal Office Package.

**OACP 1114 Credits: .5**

**Civil Litigation Total Hours: 9**

Discuss the levels of court in British Columbia. Study procedures of a civil case, from Writ of Summons to trial, judgment, and execution.

**OACP 1115 Credits: .5**

**Corporate Total Hours: 9**

Learn the steps of incorporating a British Columbia company and maintaining minute books.

**OACP 1116 Credits: .5**

**Family Law Total Hours: 9**

Learn about British Columbia's family court system and the various procedures and forms used in matrimonial law.

**OACP 1117 Credits: .5**

**Conveyancing Total Hours: 9**

An overview of the responsibilities of conveyancing staff and the process of completing a typical residential conveyance.

**OACP 1120 Credits: 0**

**Legal Office Package Test Total Hours: 3**

Administered at the end of the Legal Office Skills courses.

**OACP 1122 Credits: .5**

**Effective Notes and Minutes Total Hours: 6**

Effective note-taking will contribute to the success of a meeting and enhance a company's productivity. Learn to prepare effective minutes, prepare for a meeting and follow up after the meeting.

**OACP 1123 Credits: 0**

**Business English Skills Test Total Hours: 3**

Required for the Office Administration Certificate. Optional for other programs.

**OACP 1126 Credits: 1.5**

**Office Procedures Total Hours: 18**

Analyze the tasks and responsibilities of administrative assistants including handling business information and using technology to enhance productivity. Examine interpersonal skills, written communication, and organizing manual and electronic records. Prior Learning Assessment is available.

**OACP 1127 Credits: 2**

**Supervis/Mgmt DecisionMaking Total Hours: 24**

An exploration of the techniques and skills required for effective management. Study roles and responsibilities and vital supervisory skills such as communication, decision-making, and leadership.

**OACP 1128 Credits: 2.5**

**Records Management 1 Total Hours: 30**

Learn a systematic approach to creating, classifying, storing, retrieving, and disposing of information. Discuss key contemporary issues around freedom of information and privacy. Supported by the Association of Records Managers and Administrators.

**OACP 1129 Credits: 1.5**

**Accounting For NonAccountant Total Hours: 18**

Learn general accounting terms, the role of an accountant, and how to prepare and interpret financial statements.

**OACP 1130 Credits: 2**

**Introduction To Bookkeeping Total Hours: 24**

Learn the procedures that comprise the accounting cycle of a service business: transactions, journals, general ledgers, trial balances, and financial statements.

**OACP 1137 Credits: 1**

**Medical Office Billing Total Hours: 12**

Overview of data processing tasks required to bill for medical office visits, surgical procedures, diagnostic procedures, and WCB/ICBC and out-of-province billing.

**Pre-requisite(s):** Medical Office Procedures (OACP 1111) or current experience working with a non-computerized medical billing system

**OACP 1138 Credits: .5**

**Legal Terminology Total Hours: 9**

Learn the rules of legal language and terminology unique to each area of law. Mini-workshops provide an opportunity to become familiar with the main areas of law.

**OACP 1139 Credits: 1**

**Legal Office Procedures Total Hours: 12**

Analyze the structure of a law office, the various types of legal practice, and the areas of law. Review the importance of effective systems and procedures and examine the responsibilities of the different types of legal support staff.

Prior Learning Assessment is available.

**OACP 1140 Credits: 1**

**Legal Ethics&Confidentiality Total Hours: 9**

Explore legal ethics as they apply to support staff in various areas of law. Using the Professional Conduct Handbook, discuss how practitioners are bound by the ethics of the profession. Emphasis is on the importance of confidentiality.

**OACP 1141 Credits: .5**

**BC Online Searches Total Hours: 9**

Learn to register legal documents and access land titles, court records, property taxes and assessments, BC companies, registrations, and Personal Property Security online. This hands-on computer course is for office professionals in banking, law, accounting, government, and real estate.

**OACP 1142 Credits: .5**

**Advanced Conveyancing Total Hours: 6**

An overview of advanced conveyancing issues related to GST/HST, stratas, Property Transfer Tax adjustments, holdbacks (deficiencies and non-residence), and the importance of undertakings.

**Pre-requisite(s):** Conveyancing (OACP 1117) or basic conveyancing experience

**OACP 1145 Credits: 1.5**

**Effective Oral Communication Total Hours: 18**

Express yourself with greater clarity, confidence, and impact. Discover success strategies for impromptu speaking, delivering prepared speeches, speech evaluation, and audience analysis. Gain confidence and comfort in the public forum.

**OACP 1146 Credits: 2.5**

**Records Management Adv Topics Total Hours: 30**

Develop concepts learned in Records Management 1 while working on record/information management case studies. Supported by the Association of Records Management and Administrator.

**Pre-requisite(s):** Records Management 1 (OACP 1128)

**OACP 1147 Credits: 2**

**Records Management Specialized Total Hours: 24**

Learn specialized functions within records/information management. Topics include forms management, micrographics, reprographics, disaster recovery, and optical disk technology. Supported by the Association of Records Managers and Administrators.

**Pre-requisite(s):** Records Management 1 (OACP 1128) and Records Management Advanced (OACP 1146)

**OACP 1155 Credits: .5**

**Clinical Procedures Total Hours: 6**

Learn the basic clinical procedures and tests performed in a medical office. Study personnel safety, investigations, and equipment care.

**OACP 1156 Credits: 1.5**

**Medical Document Transcription Total Hours: 18**

Learn to produce medical documents and transcribe medical reports. Basic computer skills and typing speed of 35 wpm recommended.

**Pre-requisite(s):** Medical Terminology 1 (OACP 1108)

**OACP 1211 Credits: 1**

**Wills and Estates Total Hours: 6**

An explanation of why and how to prepare a will, and what makes a will valid. Also explores the procedure of probating an estate.

**OACP 1300 Credits: 0**

**Business Writing Techniques Total Hours: 6**

This six-hour course consists of two modules: Effective Memo, Email, and Report Writing, and Writing Business Letters. The purpose of the of the course is to introduce participants to standard formats for memos email, and reports, and to review qualities of effective business writing.