EXECUTIVE ASSISTANT CERTIFICATE

Purpose

The Executive Assistant program provides students with the education and skills required to keep pace with the communication, interpersonal and technological needs of today's rapidly changing office environment. Students receive a VCC certificate upon successful completion of the program.

The program includes curricula in organizational behaviour, administrative technology, economics, business law, accounting and human resources management.

Graduates will be equipped for career paths leading to professional office administration at the executive level. Career opportunities exist in a variety of business and service sectors - accounting, advertising, engineering, government, insurance, law, and medical.

Professional executive administration skills are further developed in the program by preparing students to write the examinations of Certified Administrative Professional® (CAP®) when all CAP® criteria and prerequisites are met. These examinations are administered by the International Association of Administrative Professionals®. The CAP® is an international designation which demonstrates to employers that an administrative assistant has the versatility, professional knowledge and ability demanded in a global environment.

Certified Administrative Professional® is a registered service mark owned by the International Association of Administrative Professionals®

Duration

The program consists of six courses. Each course is offered on a part-time basis of three hours per week for 12 weeks, for a total of 36 classroom hours per course.

Learning Outcomes

Upon successful completion of this program, graduates will be able to:

1. Understand and apply the principles of human relations and organizational dynamics in the workplace

2. Maintain high professional standards in the performance of administrative procedural tasks

3. Exercise initiative and judgment in setting priorities, making decisions and delegating workload

4. Communicate effectively with clients, co-workers, supervisors, and management

5. Research, prepare, edit, and revise detailed business correspondence, reports, and statistical documents

6. Understand and apply responsibilities related to information processing, telecommunications, records management technology, and integrated office systems

7. Understand basic economics and management concepts and principles as they apply to business organizations

8. Understand business law and the implications of governmental controls as they impact upon business and office operations

9. Understand and apply fundamental accounting principles in order to prepare, summarize and interpret financial data.

Admission Requirements

Successful completion of:

- VCC's Administrative Assistant Program

    Or

- VCC's Legal Administrative Assistant Program

    Or

- Equivalent as determined by the Department Head of the Applied Business Department

Program Requirements

Code	Title	Credits
OADM 1401	Introduction to Accounting	1.5
OADM 1402	Introduction to Economics	1.5
OADM 1403	Business Law	1.5
OADM 1407	Organizational Behaviour	1.5
OADM 1405	Administrative Technology	1.5
OADM 1406	Human Resources Management	1.5
Total Credits		**9**

This guide is intended as a general guideline only. The College reserves the right to make changes as appropriate.

Details of each of the courses are contained in the following pages of this guide. All topics will be covered, but the order of teaching will not necessarily be as presented here.

Evaluation of Student Learning

An evaluation of the learning outcomes of each student is prepared by the instructor. Evaluation is a combination of assessments of practical assignments, projects, presentations, theory exams; and/or practical exams. In many instances, the evaluation criteria and process will be determined in consultation with the student and/or class in order to reinforce the business concepts learned in the program.

A VCC Certificate will be issued upon successful completion of the program, if the student achieves a GPA of 2.0 or higher.

Prior Learning Assessment and Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60		1.67
D	51-55	Minimum Pass	1.00
F	0-49	Failing Grade	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.

2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of