

Administrative Specialist

PROGRAM OBJECTIVES

This program is designed primarily for the person with little or no previous business experience. The focus of this program is on the development of strong word processing, and office support skills. The importance of cultivating interpersonal, organizational, and communication skills is stressed and the student will become familiar with the basic procedures required for the smooth operation of a business office.

CAREER OPPORTUNITIES

The successful graduate could expect to pursue a career in the many office support positions available in either a large corporation or a small business.

PREREQUISITES

If a student does not have Grade 12 or equivalent, he/she must achieve a score of 14 on the Wonderlic Test.

GRADUATION REQUIREMENTS

A student must obtain an overall grade, in each module of at least 70% in order to graduate and receive a diploma. A student must complete all requirements of the Student Success Strategies, Career Planning and Preparation modules, the Field Placement requirements, as well as

meeting the attendance requirements as outlined by the Department of Labour and Advanced Education throughout the duration of his/her program.

PROGRAM OVERVIEW

Course	Hours
Student Success Strategies	20
Software Lab: Computer Fundamentals	40
Software Lab: Word Processing	40
Software Lab: Spreadsheets	40
Software Lab: Presentations	40
Software Lab: Database Management	40
Business Math	40
Writing for Comprehension	40
Document Formatting	80
Business Communications	80
Office Skills	80
Bookkeeping Fundamentals	40
Career Planning and Preparation Level I	20
Career Planning and Preparation Level II	20
Field Placement**	4 Weeks
TOTAL WEEKS (without breaks)	35
TOTAL WEEKS (with maximum* scheduled breaks)	38

*number of study breaks depends on student start date

**Work terms/internships are scheduled for a minimum of 20 hours per week, but the total number of hours worked and the timing of hours scheduled are at the discretion of the employer/host to a maximum of 40 hours per week.

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COURSE DESCRIPTIONS

Student Success Strategies

Instructor Led

In this orientation module, emphasis is placed on thinking about achieving success from Day One. This module stresses the importance of developing non-technical skills to enhance personal, academic, and career success. This includes understanding learning styles and honing practical study skills, such as memory, reading, note-and test-taking techniques. Personal exercises will focus on teamwork, decision making and problem solving skills, setting SMART goals and maintaining a positive attitude; techniques for managing change, stress and conflict will also be explored. Students will be evaluated through a variety of assignments, projects, presentations, quizzes and exams in addition to their participation throughout the course.

Software Lab: Computer Fundamentals

Instructor Facilitated

Through a combination of theory and hands-on-practice, this module examines the role and use of the computer in today's workplace. Emphasis is placed on those computers outfitted with the Microsoft Windows operating system. Students will review basic computer concepts, Windows OS usage, and complete hands-on training exercises in business-standard software applications, including Microsoft Outlook and Microsoft Word. Keyboarding skills are also honed via daily keyboarding exercises and drills. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

Software Lab: Word Processing

Instructor Facilitated

This software lab module consists of online training and assessment in Microsoft Word, and builds on the skills introduced in Computer Fundamentals. Students learn a comprehensive set of skills, with coverage including formatting text for layout and appearance, formatting document sections, using styles, working with header/footer content, inserting and formatting tables, graphics and pictures, working with templates and themes, using advanced editing features, and working with mailing tools. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

Software Lab: Spreadsheets

Instructor Facilitated

This software lab module consists of online training and assessment in Microsoft Excel. Students learn a comprehensive set of skills, with coverage including creating, formatting and printing worksheets, creating simple and advanced formulas, using mathematical, logical, statistical and financial functions, creating and modifying charts and pivot tables, and using data tools. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

Software Lab: Presentations

Instructor Facilitated

This software lab module consists of online training and assessment in Microsoft PowerPoint. Students learn a comprehensive set of skills centered around the creation of attractive, professional-looking presentations. Students learn how to effectively use and format animations, transitions, pictures, audio, video, charts and tables, as well incorporate speaker notes and annotations into their presentations. Students will be evaluated through a variety of assignments, projects, presentations, quizzes and exams in addition to their participation throughout the course.

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Software Lab: Database Management

Instructor Facilitated

This software lab module consists of online training and assessment in Microsoft Access. Students learn a comprehensive set of skills, including creating and modifying database tables, defining table relationships, sorting data, creating simple and advanced queries, creating and formatting forms and reports, and creating and running macros. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

Business Math

Instructor Led

This module provides the students with an understanding of arithmetic, mathematics, and measurements used in common business and industry environments. At the end of the module the student will be able to define whole numbers, fractions, decimals and percentages; become familiar with equations and formulae; and learn the use of graphs. Students will be evaluated through a variety of assignments and exams in addition to their participation throughout the course.

Writing for Comprehension

Instructor Led

Through lectures, textbook exercises, and classroom labs, this module teaches students the skills and knowledge necessary to apply basic business writing skills when creating various memos; routine letters; good news letters; persuasive and bad news letters; presentations; and meeting agendas. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

Document Formatting

Instructor Led

Students practice identifying and applying standard formatting to a variety of typical business documents, while continuing to develop their keyboarding speed and accuracy along with their proofreading skills. Formatting of business documents includes practice with block-style and modified block-style letters, memoranda, reports bound and unbound, reports with lists and displayed text, memo style reports, formal reports (including title page, table of contents, bibliography, etc.), purchase orders, press releases, agendas, minutes of meetings, itineraries and various types of envelopes. Keyboarding drills and timings, as well as practice with language arts, are also included. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

Business Communications

Instructor Led

Excellent communication skills are essential in the smooth operation of a business office. In this module, the emphasis is not on the memorization of the rules governing the English language but on the application of basic conventions to produce grammatically correct communications. With this emphasis on clear expression of thought and intent, topics covered include grammar, spelling, punctuation, proofreading and editing, the communication process, written and oral communication techniques, overcoming communication barriers, written and oral routine orders, inquiries and replies, delivering good and bad news; communication within an organization (upward, lateral, and downward) and using technology as a communication tool (fax, email and messaging). Students will be evaluated through a variety of assignments, projects, presentations, quizzes and exams in addition to their participation throughout the course.

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Office Skills

Instructor Led

The daily routines of a modern business office are examined, and the skills necessary to assist in the smooth operation of the office are presented. A variety of learning methods may be used including lecture, discussion, role-plays, case studies and work simulations. Topics include the role of office support personnel, professional and reception skills, information management, incoming and outgoing mail procedures and office filing systems. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

Bookkeeping Fundamentals

Instructor Led

This module introduces fundamental bookkeeping principles and practices for small businesses. Students will study the accounting equation, account categories, the debit and credit system of bookkeeping, and correcting entries. Regular business transactions and adjusting journal entries are recorded, and the trial balance and basic financial statements are prepared. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to the participation throughout the course.

Career Planning and Preparation Level I

Instructor Led

This module introduces tools for planning and preparing for a successful job search, so that students can maintain a career-focused approach throughout their education program. Students will learn about the "Hidden" Job Market and ways to access it in their upcoming job search, how to research opportunities and network for industry contacts, and use appropriate etiquette when communicating with prospective employers. Students will identify their personal skills, values and preferences for the workplace, begin preparation of a professional resume and references, and organize proof documents for their career portfolio. Class discussions on various self-management topics introduced in Student Success Strategies will round out this module, which is a pre-requisite for Career Planning and Preparation - Level II.

An introduction to Occupational Health and Safety will also be discussed, specifically the definition of occupational health and safety; an individual's safety rights; responsibilities under Nova Scotia law; hazard identification and control; WHMIS, First Aid and fire safety requirements. Students will be evaluated through a variety of assignments, projects, and quizzes in addition to their participation throughout the course.

Career Planning and Preparation Level II

Instructor Led

This module continues to build on the concepts and skills introduced in Career Planning and Preparation - Level I. Students will learn how to conduct an effective job search and identify various methods of applying for work with today's technology. Students will create a personal list of "Top Employers" and target current industry opportunities, while finalizing their professional resume, portfolio and career correspondence. Students will learn to identify the different types and forms of interviews, practice responding to typical questions, and practice follow-up, evaluation and negotiation techniques they can use to ensure success. Self-management topics from Career Planning and Preparation - Level I will be reviewed, with a focus towards on-the-job success in both learner placements and post-graduate employment. Students will be evaluated through a variety of assignments, projects, and quizzes in addition to their participation throughout the course.

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