OFFICE MANAGEMENT
(Two Year Post-Secondary Diploma)

Please read and think about the following information below carefully to decide whether this program is a good fit for you. This information may change and is simply intended to offer you a helpful perspective on what you will experience in this program.

Orientation: Typically, during the last week of August (**Required** for all students).

Program Dates: September through April (Year 1 courses); May through August (summer break); September through April (Year 2 courses); May and June (Practicum).

Scheduled Breaks: Last week of December and first week of January (two weeks); first week of March (one week). Check your registration for exact dates.

Post-Graduation Work Permit length: Up to 3 years for 2 year diploma; up to 8 months for Office Skills certificate.

Schedule: Monday to Friday as early as 8:00 a.m. and as late as 6:00 p.m.

Campus Location: 1430 Victoria Avenue East, Brandon, Manitoba. See campus information here

What You'll Study:

All students will complete a "College Foundations" online course to develop the skills and attitudes of a successful Canadian student and employee.

Year 1: courses in computer software, accounting, communications, mathematics and office procedures. Year 2: advanced learning in communications, human resources, office procedures and management, and software use. You also will choose some elective study to customize your learning to your area of interest.

The program is a balance of the technical requirements of this career with the "softer" skills of team management and leadership.

See course descriptions on the Office Management program page under 'Courses and Costs'.

How You'll "Learn By Doing"

- Approximately half of your classes will be computer software classes. You will learn word processing, spreadsheet and presentation software and prepare many sample documents and presentations. You will develop your keyboarding speed to 55 words per minute (with a maximum of 3 errors).
- You will need to be very comfortable with the Windows operating system and capable of learning to use **new** software programs and other technology, quickly and correctly. If you have doubts, try quizzes here: https://www.digitalliteracyassessment.org/ If you have difficulty with these quizzes, Office Management may not be a good choice for you.
- Much of the learning will **not** be "lecture style". You will work on projects, case studies and simulations, often in groups.
- You will practice writing business documents, including proofreading and correcting your own and other people's writing errors. You will need good "attention to detail".
- You will research and write term papers.

- Our instructors will prepare you to study for industry-related software certifications and professional workplace credentials, including Nonviolent Conflict Resolution and WHMIS.
- You will gain real workplace experience during your (unpaid) practicum placement and will have the opportunity to connect with potential employers before you graduate.

What You'll Need to Do to Graduate

- Attend all classes and activities. Arrive on time every day. Participate fully and ask questions.
- Ask instructors or advisors for help when you need it, and ask for help early!
- Purchase all required books and supplies, in time for *first day* of each course.
- This is a "Bring Your Own Device" program. See information about this here. If you do not have a compatible laptop or tablet now, this will be an extra cost for you.
- Work co-operatively in teams and behave respectfully towards all students, staff and partners. **English only.**
- **No cell phones** during class activity.
- Practice all skills until you can demonstrate "mastery". Complete all homework, review class notes, turn notes into study questions, plan your study schedule, and meet with a partner or group to practice tasks. Complete all evaluations.
- To graduate, you must pass all courses **and** have a grade point average (GPA) of C (60%). Passing many courses with only a D (50%) can make your GPA too low to graduate. Re-testing is generally not an option. If you fail a course, it may not be available again until the following year.
- All English skills (reading, writing, listening, speaking) are important. Evaluation will include speed timings, tests, group projects, presentations, public events and research papers.
- **Do your own work**. Cheating, not referencing sources of your ideas, or using other people's work could result in failing grades/suspension. See Policy A25 from this Academic Policies link.

How Assiniboine College Can Help You

- Trained instructors will share their knowledge and experience from the industry, and will give you frequent and specific feedback on your progress.
- Learning Commons staff available to assist with study skills, like test-taking and writing papers.
- Student advising staff can offer support for personal issues.

Job Options for Graduates

- Common careers for graduates of the two year program include office administrator, office services coordinator or executive assistant.
- **Possible** jobs on Manitoba In-Demand Occupations list: 1241 – Administrative assistants; 1221 – Administrative officers; 0114 – Other administrative services managers
- If you choose to graduate with only the eight month Office Skills certificate, your job opportunities will be fewer, and more likely at an entry level.

Other Important Information

"Co-op work permit" will be required by Immigration, Refugees and Citizenship Canada before you start the practicum placement. Your letter of acceptance will allow you to apply. Apply for this **early,** as processing time is very long! See IRCC website here.

Through the International Association of Administrative Professionals (IAAP), graduates/students may write examinations for the Certified Professional Secretary (CPS) designation.