OFFICE MANAGEMENT

2-YEAR DIPLOMA

Are you ready to lead the team? Take charge of your future and prepare for an exciting and challenging career as an administrative professional.

Why should you choose a career in Office Management?

1 Define your competitive advantage

Modern office environments are automated and complex. Become a valuable employee on all matters related to software, bookkeeping, human resources and communication. Receive a well-rounded skill set that makes you adaptable to change and ready to conquer everyday challenges in the workplace. Your leadership skills will allow you to keep a team focused and productive.

2 Develop a complete skill set

Gain advanced training in office procedures while developing your managerial skills. As a graduate, you will be comfortable balancing the technical requirements of your career with the softer skills of team management and leadership. The Office Management program offers elective study, providing you with the opportunity to customize your credentials in areas of interest.

3 Gain valuable industry connections

The Office Management program is supported by extensive industry connections. Benefit from entry-level workplace experience during your studies, connecting with potential employers before you graduate. Get an early start on your career goals by making connections while you are still in college.

4 Advance your credentials

Our instructors will prepare you as you study towards earning industry-recognized software certifications and professional workplace credentials including Nonviolent Conflict Resolution and WHMIS. You will have the practical skills needed to succeed in such positions as office administrator, office services coordinator or executive assistant.

FULL-TIME, ON-CAMPUS TIMELINE:

SEPTEMBER	JANUARY	MAY	SEPTEMBER	JANUARY	MAY	JUNE
Year 1 fall term begins	Winter term begins	Optional Work placement	Year 2 fall term begins	Winter term begins	Work placement	Graduation

Program delivery options: Victoria Avenue East Campus

CAREER OPPORTUNITIES

Graduates find employment in such positions as business manager, office manager or executive assistant.

ADMISSION REQUIREMENTS

• A complete Manitoba Grade 12 or equivalent
• English 40G/40S or equivalent
• Consumer/Essential Mathematics 40S or equivalent

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See **assiniboine.net/elp** for more information.

UNIQUE LEARNING EXPERIENCES

• Modern, well-equipped computer laboratories with the latest software
• Extensive, hands-on learning
• Industry-based practicum provides real-life experiences

GRADUATION REQUIREMENTS

To graduate with an Office Management diploma, students must successfully complete 114 academic credits and 6 practical credits.

The minimum passing grade for each course is indicated on the course outline.

CONNECTIONS

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

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up-to-date information on agreements, visit **assiniboine.net/registrar** or the program page.

PROGRAM FEES (DOMESTIC ONLY)

Tuition, fees and Students' Association fees total approximately **$3,990** for year one and **$3,760** for year two.

Estimated costs for books and supplies are **$1,040** for year one and **$1,290** for year two.

All fees are estimated and subject to change without notice.

COURSES 2020-21

NUMBER	COURSE TITLE	CREDITS
YEAR ONE		
COMP-0556	Accounting Software	6
ACCT-0003	Financial Accounting 1	6
COMM-0372	Office Communications 1	6
MATH-0104	Office Mathematics	6
OFAD-0022	Office Procedures 1	6
PSSY-0004	Organizational Behaviour	6
COMP-0563	Presentations and Promotions	6
COMP-0564	Software Applications 1	6
COMP-0129	Word Processing 1	6
COMP-0046	Word Processing 2	6
YEAR TWO		
HRMG-0042	Human Relations and Diversity	6
HRMG-0043	Human Resources Processes	6
LAWG-0072	Legal Issues	6
COMM-0373	Office Communications 2	6
OFAD-0023	Office Management 1	6
OFAD-0024	Office Procedures 2	6
PRAC-0026	Practicum 1 – OFAD *	3
PRAC-0027	Practicum 2 – OFAD *	3
PRAC-0266	Practicum – OFAD *	6
COMP-0566	Software Applications 2	6
COMP-0567	Software Capstone	6
ELECTIVE COURSES		
Choose 6 credits from the following list of electives:		
ACCT-0004	Financial Accounting 2	6
MKTG-0044	Marketing Principles	6

** Students may opt to take Practicum 1 - OFAD **and** Practicum 2 - OFAD **or** Practicum - OFAD. Practicum 1 - OFAD may be taken between year one and year two.*

*Note: Timelines, applicable industry experience, and teaching methodology will depend on program delivery choice; program information sheets subject to change without notice. Visit **assiniboine.net** for the most up-to-date information.*

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**. For more information on this program, visit **assiniboine.net/office**.

ASSINIBOINE COMMUNITY COLLEGE