

# 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:



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](http://assiniboine.net/elp) for more information.

## TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to [assiniboine.net/tech](http://assiniboine.net/tech) for more detailed information about the requirements for this program.

## 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](http://assiniboine.net/registrar) or the program page.

## NEXT STEPS

Apply now! Visit [assiniboine.net/applynow](http://assiniboine.net/applynow). For more information on this program, visit [assiniboine.net/office](http://assiniboine.net/office).

## PROGRAM FEES (DOMESTIC ONLY)

Tuition, fees and Students' Association fees total approximately **\$4,210** for year one and **\$3,980** for year two.

Estimated costs for books and supplies are **\$1,130** for year one and **\$1,110** for year two.

*All fees are estimated and subject to change without notice.*

## COURSES 2021-22

NUMBER	COURSE TITLE	CREDITS
<b>YEAR ONE</b>		
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
<b>YEAR TWO</b>		
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
HRMG-01116	Personal & Career Development	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
<b>ELECTIVE COURSES</b>		
<i>Choose 6 credits from the following list of electives:</i>		
ACCT-0004	Financial Accounting 2	6
COMP-0599	Graphic & Web Design	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](http://assiniboine.net) for the most up-to-date information.*