



Administrative Studies (ADS)

Program Outline

PROGRAM IMPLEMENTATION DATE: September 2012
OUTLINE EFFECTIVE DATE: September 2013
PROGRAM OUTLINE REVIEW DATE: August 2018

GENERAL PROGRAM DESCRIPTION:

The Administrative Studies Program recognizes students who have successfully completed courses in both the Office Administration and Business Administration programs.

The Administrative Studies Certificate is awarded to students who complete the Office Administration Certificate, as well as five selected Business Administration courses.

The Administrative Studies Diploma is awarded to students who complete the Administrative Specialty or Bookkeeping Specialty Certificate from the Office Administration Program, as well as a Business Administration Certificate.

Certificate

Students must complete the requirements for the Office Administration Certificate, as well as 15 additional credits from Business Administration.

Diploma

Students must complete the requirements for the Office Administration Bookkeeping Specialty or Administrative Assistant Specialty Certificate, as well as 30 additional credits from Business Administration and Office Administration.

Program Information:

The Administrative Studies Program is a collaborative program between the Office Administration and Business Administration Programs.

Delivery:

All courses are available in face-to-face classrooms or via online delivery. The curricula in these two delivery modes are identical in content and testing.

COTR Credits:

Certificate: 18 OFAD plus 15 BUAD

Diploma: 30-34 OFAD plus 27-30 BUAD

Hours for this program:

Certificate

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	225
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours (OFAD)	645
Total	870

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	N/A

Diploma

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	405-420
Seminars / Tutorials	
Laboratory / Studio Hours	0-60
Practicum / Field Experience Hours	
Other Contact Hours (OFAD)	1080
Total	1560

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	N/A

Program Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

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EDCO

Valid from: September 2013 – August 2018

Education Council Approval Date

PROGRAM PREREQUISITES AND TRANSFER CREDIT:

Admission Requirements:

Office Administration

- Strongly recommended that students enter the program having completed Grade 12
- Minimum “C+” standing English 11 or ABE Advanced Certificate, or GED Certificate with a “C+” in English 80
- Math – Students graduating from secondary school in or before 2012
 - Minimum of “C” in Essentials of Math 11, or Math 080, 081 or 082
- Math – Students entering Grade 10, in or after 2010 and/or completing the new math curriculum
 - Minimum of “C” in Foundations of Math 11, Apprenticeship and Workplace Math 11, or Math 080, 081 or 082

Individual assessments may be required to determine Math and English skills for admission. Students who require some Grade 11 and 12 credits may be able to start studies in Office Administration while completing other courses.

Business Administration

- Grade 12 or equivalent
- English 12 with a minimum of 65%, or completion of ENGL 090 or 091 with a minimum grade of “C+”, or LPI Test with Level 4 or better, or iBT TOEFL with a minimum of 80, or ELTS with a minimum of 6.0
- Principles of Math 11, Applications of Math 12, or MATH 080 with minimum grades of 65% or “C+”

Students may commence certain courses in the program while they upgrade.

Flexible Assessment (FA):

Credit can be awarded for one or more courses in this program through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, or Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Administrative Studies Certificate

OFFICE ADMINISTRATION CERTIFICATE		Hours	Weeks	Credits
OFAD 133	Business Communications 1	180	12	3.0
OFAD 135	Administrative Procedures 1	75	5	2.5
OFAD 157	Business Math and Calculators	45	3	1.5
OFAD 158	Windows, Outlook & File Mgmt.	30	2	1.0
OFAD 160	Word Processing 1	45	3	1.5
OFAD 165	Word Processing 2	60	4	2.0
OFAD 170	Bookkeeping 1	120	8	3.0
OFAD 150	Employability Skills	45	3	1.5
OFAD 181	MS Excel 1	45	3	1.5
Totals		645	43	17.5
		21.5 weeks full time		

Plus

BUSINESS ADMINISTRATION COURSES	Credits	Hours Lecture / Lab
ACCT 261 Accounting 1	3	3
MGMT 204 Principles of Management	3	3
MKTG 281 Principles of Marketing	3	3
ECON 1XX Post Secondary Economics	3	3
ENGL 100 English Composition*	3	3
Total	15	15

* or OFAD 233 Business Communications 2

Administrative Studies Diploma

OFFICE ADMINISTRATION CERTIFICATE		Hours	Weeks	Credits
OFAD 133	Business Communications 1	180	12	3.0
OFAD 135	Administrative Procedures 1	75	5	2.5
OFAD 157	Business Math and Calculators	45	1	1.5
OFAD 158	Windows, Outlook & File Mgmt.	30	2	1.0
OFAD 160	Word Processing 1	45	3	1.5
OFAD 165	Word Processing 2	60	4	2.0
OFAD 170	Bookkeeping 1	120	8	3.0
OFAD 150	Employability Skills	45	3	1.5
OFAD 181	MS Excel 1	45	3	1.5
Totals		645	43	17.5
		21.5 weeks full time		

Plus

BOOKKEEPING SPECIALTY CERTIFICATE		Hours	Weeks	Credits
OFAD 172	Bookkeeping 2	45	3	1.5
OFAD 275	Bookkeeping 3	135	9	3.0
OFAD 178	Simply Accounting	105	7	3.0
OFAD 182	MS Access 1	45	3	1.5
OFAD 281	MS Excel 2	45	3	1.5
OFAD 285	MS Excel 3	60	4	2
Totals		435	29	12.5
		14.5 weeks full time		

OR

ADMINISTRATIVE ASSISTANT SPECIALTY CERTIFICATE		Hours	Weeks	Credits
OFAD 183	MS PowerPoint 1	45	3	1.5
OFAD 220	Desktop Publishing	90	6	3.0
OFAD 233	Business Communications 2	105	7	3.0
OFAD 235	Administrative Procedures 2	75	5	2.5
OFAD 260	Word Processing 3	120	8	3.0
Totals		435	29	13
		14.5 weeks full time		

Plus

BUSINESS ADMINISTRATION COURSES	Credits	Hours Lecture/Lab
ACCT 261 Accounting 1	3	3
MGMT 204 Principles of Management	3	3
MKTG 281 Principles of Marketing	3	3
ECON 1XX Post Secondary Economics	3	3
ENGL 100 English Composition*	3	3
MATH 111 Business Mathematics**	3	3/1/0
Electives: Three Electives from BUAD or University Studies	9	9
Elective: One or two from OFAD or one additional from BUAD	3	3
Total	30	30

* or OFAD 233 Business Communications 2. Credits for OFAD 233 may not be counted twice for Administrative Assistant Specialty students.

** or 100 Level MATH

Relevant OFAD Electives:

OFAD 182, OFAD 281, OFAD 285, OFAD 183, OFAD 220, OFAD 260

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)											
OFAD	≥ 98	97-94	93-90	89-86	85-82	81-79	78-75	74-70			< 70
BUAD	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	< 50

A grade of "D" grants credit, but may not be sufficient as a prerequisite for sequential courses.

OFFICE ADMINISTRATION COURSES:

OFAD 133: Business Communications 1

Business Communications 1 covers language skills necessary for written business communications. Topics include spelling, grammar, punctuation, capitalization, and number usage.

OFAD 135: Administrative Procedures 1

Administrative Procedures 1 incorporates practical and professional approaches to learning office skills. Students solve on-the-job situations to encourage critical thinking. Ethic cases presented to students promote thoughtful discussions. Students also research new ideas and learn to work independently.

OFAD 150: Employability Skills

This course gives students the skills defined in the Office Administration and Applied Business Technology Provincial Curricula. These skills are considered to be essential requirements for today's workforce. Employees need to be adaptable and capable of meeting the challenges of change in today's economy, advances in technology, and changes in the way work is organized. This course uses an office simulation activity for students to practice job-ready skills in the use of technology and to hone their organizational and time management skills. The course also covers basic employment skills such as developing an effective resume and cover letter, and emphasizes professionalism, decision making, ethics, and communication skills.

OFAD 157: Business Math and Calculators

Business Math and Calculators covers the basic skill of using the 10-key touch keypad for numeric calculations. Students apply the use of memory functions to cross check totals and use the multiplication function to calculate percents, discounts, and taxable amounts. Frequent skill assessments promote accuracy and speed in the use of the desktop calculators. Students will learn basic business math skills including estimating, problem solving and the metric system.

OFAD 158: Windows, Outlook & File Management

Students learn terminology of Microsoft Windows 8, Microsoft Outlook 2013 and Internet Explorer. Managing electronic files, scheduling and understanding privacy concerns are also covered.

OFAD 160: Word Processing 1

Word Processing 1 introduces students to word processing in a Windows environment. Students learn main software features of MS Word and improve their keying speed and accuracy. Document formatting is presented during the course and students produce basic business documents using business formatting skills. Business standards in all documents are promoted throughout the course. The speed objective is 35 gross words a minute (gwam) in five-minute timings with five or fewer errors.

OFAD 165: Word Processing 2

Word Processing 2 is a progression beyond Word Processing 1. Students continue to learn main software features of MS Word and improve their keying speed and accuracy. Students produce basic business documents using business formatting skills. Business standards in all documents are promoted throughout the course. The speed objective is 45 gwam in five-minute timings with five or fewer errors.

OFAD 170: Bookkeeping 1

Bookkeeping I covers basic bookkeeping skills learning the nine steps of the manual accounting cycle including recognizing source documents, recording journal entries, posting to the general ledger, preparing a trial balance and worksheet, preparing financial statements to a professional level, recording adjusting and closing entries, and preparing a post-closing trial balance. The basics of special journals are covered as well as banking procedures and control of cash.

OFAD 172: Bookkeeping 2

OFAD 172 Bookkeeping 2 is an introduction to processing a company's payroll. It covers calculating employees' earnings and deductions, calculating employer payroll expenses, journalizing and posting the payroll, and disbursing payroll liabilities.

OFAD 275: Bookkeeping 3

Bookkeeping 3 is a continuation of both Bookkeeping 1 and Bookkeeping 2. It covers bookkeeping activities for a merchandising business, how to analyze and record purchases and sales, handle cash receipts and cash payments, maintain and reconcile subsidiary ledgers, and record taxes in special journals.

OFAD 178: Simply Accounting

Simply Accounting provides training opportunities using Simply Accounting for Windows. The course includes study of the General Ledger, Accounts Payable, Accounts Receivable, Payroll and Inventory. Company setup and account linking are included.

OFAD 181: MS Excel 1

Introduction to Spreadsheets: MS Excel 1 is designed to introduce students to the concepts of spreadsheets, formulas, graphs, and database features within spreadsheets.

OFAD 182: Microsoft Access 1

The Microsoft Access OFAD 182 course covers introductory database functions to create and process data in a Windows environment. The student creates and modifies useful databases using tables and forms. The student creates and modifies professional quality reports and queries for the databases.

OFAD 183: MS PowerPoint 1

This course introduces the use of MS PowerPoint software to create presentation media to accompany verbal presentations. The student applies features of slide transition, animation, various views, and design templates.

OFAD 220: Desktop Publishing: MS Word

This course is intended to introduce desktop publishing features of word processing software. Students produce newsletters, flyers, brochures, business cards, letterhead, certificates, manuals, reports, etc.

OFAD 233: Business Communications 2

Business Communications 2 applies language and writing skills acquired in Business Communications 1 to the planning, organizing, composing, and revising of a variety of business messages. Topics include applying writing strategies to compose letters, reports, memos, and other brief messages with an emphasis on clear, concise communications. Interpersonal skills for successful customer relations and job-search strategies are also included.

OFAD 235: Administrative Procedures 2

Administrative Procedures 2 introduces a variety of administrative functions including transcription and reprographics, travel arrangements, written communications, meetings and conferences, and Internet research.

OFAD 260: Word Processing 3

Word Processing 3 advances a student's ability to access and manage knowledge and to communicate effectively in a business environment.

Students are introduced to design features to enhance report formats with elements that add structure, provide a consistent image, and increase readability of business documents. Students improve productivity and creativity by applying advanced MS Word software features including mail merge. The speed objective is 55 gwam with 5 or fewer errors on a minimum of three 5 minute timings.

OFAD 281: MS Excel 2

This course covers advanced applications in using financial functions, data tables, amortization schedules and hyperlinks; creating, sorting and querying a worksheet database; and creating templates and working with multiple worksheets and workbooks.

OFAD 285: MS Excel 3

This course covers advanced applications for working with large amounts of data through analyzing, validating, formula auditing, complex problem solving, automating and collaborating. Pivot Tables and Pivot Charts are covered, as are trendlines, Solver, Scenario Manager, Visual Basic for Applications code, macros, controls, and the Compare and Merge Workbooks feature.

BUSINESS ADMINISTRATION COURSES:**ACCT 261 Accounting 1**

In this first semester of a two-semester course in accounting, the students are introduced to the basic accounting cycle including preparation of useful financial statements. Other topics include accounting for cash, receivables, inventory, and payroll.

ACCT 265 Managerial Accounting and Finance for Non-Accountants

This course is specifically designed for non-accounting majors. This course studies accounting and finance from a managerial perspective. Topics include profitability analysis, cost volume profit analysis, relevant costing, cost allocation, profit planning and cost management, responsibility accounting, capital investments, financial statement analysis, cash flow statements, sources and forms of financing and working capital management.

MGMT 204 Principles of Management

This course provides an overview of management. It covers theory, process and practice of the four fundamental management skills: Planning, Organizing, Leading, and Controlling as well as the role of managers in organizations.

MGMT 212 Business Law

In this course, the underlying principles and rules of common law are examined together with applicable statute law. Torts; the making of contracts, their effect, and completion; agency; legal forms of business; contracts of employment; sale of goods; negotiable instruments; methods of securing debt; and bankruptcy law are studied.

MGMT 302 Human Resource Management

This Human Resource Management course covers planning, recruitment, selection, and placement; job analysis, job description, and job evaluation; compensation and performance appraisal plans; employee benefit programs; training and education programs and employee rights, labour relations, personnel planning, and evaluation.

MGMT 316 Entrepreneurship and Small Business Management

This course introduces the students to the basics of Entrepreneurship and Small Business Management. Students gain an understanding of how to establish and manage a small business. An essential part of the course is the students' development of research and analysis skills. The application of the knowledge is demonstrated by the student completing a business plan.

MGMT 318 Research Methods

This course introduces the student to the basics of research methods needed in business and other fields. Students gain an understanding of the importance of business research to managers through providing accurate information for decision making. Students gain insight through analysis of several case studies and a group business research project.

MKTG 281 Principles of Marketing

To gain an overview of the marketing process as it applies to marketing products and/or services in public, private and not-for-profit organizations. At the end of the course, the students should understand the four Ps of marketing, Price, Place, Promotion and Product; and the interrelationships between marketing and overall business practices. This 45-hour course provides an introduction to other more advanced courses in the College of the Rockies Business program.

ECON 101 Microeconomics

This course deals with the economic principles that govern the individual segments of the economy. Topics include supply and demand, price elasticity, utility, cost of production, perfect and imperfect market structures, theory of production, the demand for factors and the pricing of factors. Some current business situations are discussed.

ECON 102 Macroeconomics

This course presents the economic principles that govern the behaviour of the nation's economy. Topics include production possibility, supply and demand, national income analysis, money and banking, fiscal and monetary policy, and international trade. Current Canadian economic problems are discussed.

ENGL 100 English Composition

English 100 focuses on composition for academic purposes and develops a student's ability to write clearly and effectively. Students also learn the fundamentals of critical thinking, scholarly research, and academic reading.

MATH 111 Business Mathematics

This course emphasizes the mathematics required in general business processes. It begins with a brief review of arithmetic and algebra. These skills are then applied to business situations requiring the use of percentages, markup, simple interest, and compound interest. The emphasis is on applied mathematics and the use of a hand-held business calculator. This course is designed to prepare students for the mathematical and analytical applications required in subsequent business and economics courses.

STAT 106 Statistics

This course introduces the fundamental ideas of statistics and can be applied to any discipline. Topics include: collection, description, and presentation of data; calculating central tendency and dispersion; probability and statistical inference; hypothesis testing (means, proportions, variances, one and two samples); correlation and regression; decision making and sampling, Goodness of Fit Tests, and Contingency Tables.