

PILON SCHOOL OF BUSINESS

Office Administration – Executive

This program equips you with the skills you need to enhance the efficiency of a busy professional office.

94%

Employer Satisfaction*
with the knowledge and skills that our graduates possess.

Ontario College Diploma

Program Code: POFAE

Full-time | Davis Campus | 2 yrs (4 semesters)



Gain the skills to provide specialized administrative support.

Critical training

Using your laptop in our Internet-connected classrooms, you'll complete interactive assignments and learn the skills most in demand by today's employers. The two-year program focuses on the higher-level technical and professional skills required if you wish to work in an executive office.

Things you'll learn

- Advanced administrative functions such as arranging travel and taking minutes.
- Executive support skills such as banking and payroll.
- Advanced Microsoft Office applications (Word, Excel, PowerPoint and Access).
- Business writing, Internet research and report writing skills.

Administrative Simulation or Field Placement

When you've completed the first three terms and have met a prescribed GPA, you can choose either an Administrative Simulation course or a Field Placement course. Both prepare you for entry-level support positions in a business, government or professional office. This experience can be invaluable when you're ready to look for a professional executive assistant or administrative assistant position.

Admission Requirements

Program Eligibility

Ontario Secondary School Diploma or equivalent, including these required courses:

- One English, Grade 12 (ENG4C or ENG4U) with a minimum 60%
- Minimum 65% overall average.

or

Mature student status.

Applicant Selection

Eligible applicants are selected on the basis of previous academic achievement (the average of their six highest senior-level credits, including required courses). Although not a requirement, Grade 12 mathematics or equivalent and basic computer skills are recommended.

Applicants who do not meet the admission requirements for this program will be assessed and advised individually and may be considered for other, related programs.

*Course duration for September starts is 2 academic years. Course duration for January starts is 16 months continuous.

Refer to the website for full admission requirements.

Career Opportunities

As a graduate of Sheridan's Office Administration – Executive diploma program, you'll be ready to take on the responsibilities of a busy professional office.

HERE ARE SOME JOBS YOU MIGHT FIND:

Administrative or Executive Assistant

Human Resources Clerk

Office Administrator or Supervisor

Product Information Coordinator

Project Manager Assistant

Records Management Coordinator

Courses

SOME OF THE COURSES YOU CAN EXPECT TO TAKE IN YOUR PROGRAM

Administrative Procedures

Advanced Word Processing

Business Communication

Database Management

Desktop Publishing

Letters, Reports and Presentations

Note: See website for specific terms and course listings.

More information



Website:
sheridancollege.ca



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tours.sheridancollege.ca