



Office Administration

Program Information

The Office Administration Certificate is an eight-month, full-time program, with an optional four-month Co-operative Education work term, designed to provide a solid foundation for an individual planning a career as an administrative professional. In addition to training in business communications, records management, introductory accounting, information management and human relations skills, graduates will have in-depth exposure to the technologies required for today's office. Students have competence in the following areas:

- Receiving visitors and answering phone calls
- Coordinating meetings and appointments, conference calls, and travel arrangements
- Operating a variety of office equipment

- Preparing and delivering effective oral presentations, including using PowerPoint software
- Preparing agendas and minutes
- Utilizing Dictaphone equipment to transcribe and format business documents
- Creating, formatting and editing business documents, including multi-page letters, reports and tables, using word processing and spreadsheet software
- Researching and communicating via Internet and email applications
- Creating and maintaining databases using database software
- Managing electronic and paper files using approved records management procedures
- Using standard methodology and logic to manually record transactions throughout the accounting cycle

What is Co-operative Education?

Co-operative Education combines classroom study with periods of related work experience. Students alternate between academic studies and paid employment with co-operating employers in business, industry and government.

Students are eager to work hard, learn and contribute their knowledge and skills to the success of your organization. They require an orientation to the position, regular supervision, and some guided performance feedback at the mid and end points of the work term. A Co-op Coordinator will meet with you and the student during the work term.

How will my Organization Benefit?

- Prescreened job applicants
- Motivated employees
- A tool to recruit future employees
- Cost effective hiring
- Temporary staff
- Special skills
- Flexible staffing for special projects
- Responsive to employers' needs



Education that works!



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Student Availability

Following completion of a four-month work term (May-August), students may return to the College on either a part-time or full-time basis to complete advanced credentials as desired.

| September-December | January-April | May-August |
|--------------------|-----------------|-------------|
| Academic Term 1 | Academic Term 2 | Work Term 1 |

Education
that
works!

Get
involved!

Contact the Co-op Staff

PHONE (250) 370-4100
A member of the Co-op staff will assist you to determine your Co-op needs, answer any questions you may have, and work with you to develop a job description for posting. Employers set the salary for Co-op students based on fair market wage.

We Post, then you Interview

Your job description will be posted for all qualified Co-op students in the appropriate program(s). At the end of the posting period, (typically one week), the Co-op staff will forward the resumes of interested students to you. When you have shortlisted the applicants, the Co-op staff will arrange an interview schedule to suit your needs. Interview space is available on campus for your convenience.

Select a Co-op Student

If you find a suitable candidate for the position you have posted, the Co-op staff will assist you in extending an offer of employment and confirming details and conditions of the position.

"I am very impressed with the whole process around hiring co-op students. The administration staff is efficient and helpful, the student resumes are professional and the students are qualified and enthusiastic. It has been a great experience and one I would recommend to other employers".

– Cindy Vaartnou, Acting Executive Director of the Victoria READ Society, Victoria, BC

"The experience I have encountered with the process of hiring co-op students has been excellent. From the efficiency of the administration staff, to the qualifications of the students, to the follow-up site visits – the whole process has been first-rate! I highly recommend other employers to take part in this opportunity!"

– Bonny Brewer, Office Administrator of the Vancouver Island Technology Park, Victoria, BC

Contact Information

Office Administration
Co-operative Education
CBA 231
4461 Interurban Road,
Victoria, BC V9E 2C1
Phone: (250) 370-4100
Fax: (250) 370-4110
Email: co-op@camosun.bc.ca
www.camosun.bc.ca/coop

