



**School of Business**

**Office Administration & Technology Program Policies**

DATE(S):		
1.	Next Policy Review:	2024-05-01
2.	Admissions & Standards Committee Approval:	2020-04-07
3.	Education Council Approval:	2020-04-14
4.	Effective:	2020-08-01
5.	Previous Revision(s):	new

CREDENTIAL(S):	Office Administration & Technology Certificate – Office Assistant; Office Administration & Technology Certificate – Bookkeeping; Administrative Assistant Advanced Certificate; Bookkeeping Advanced Certificate
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**PROGRAM OUTCOMES**

Upon successful completion of this program, learners will be able to:

- demonstrate standard administrative skills.
- demonstrate workplace related collaborative skills.
- explain the legal responsibilities of office personnel in providing a safe and healthy workplace environment.
- demonstrate emerging employability skills.
- outline the importance of ethical and professional behaviours and conduct themselves accordingly in an academic environment.
- demonstrate basic numeracy skills.
- apply entry level accounting principles/practices as required.
- use technology and software applications to industry standards.
- communicate professionally in various formats to a variety of stakeholders.
- explain basic customer service theories and techniques.

## **ADDITIONAL PROGRAM OUTCOMES FOR ADVANCED CERTIFICATES**

- Function collaboratively in a workplace environment.
  - Conduct themselves in a professional and ethical manner in a workplace environment.
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Students in the Office Administration & Technology Programs are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website ([www.policies.selkirk.ca](http://www.policies.selkirk.ca) )

## **PART I: ADMISSIONS**

### **A. ADMISSION REQUIREMENTS**

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Office Administration & Technology Program requirements to be considered fully qualified:

1. Academic

a) Office Administration & Technology Certificate (Office Assistant and Bookkeeping Concentrations)

- i) English Studies 11 with 60% or higher, or equivalent
- ii) For international applicants, IELTS 6.0 overall band score with no band below 5.5, or equivalent on other internationally recognized English Language Proficiency Tests.
- iii) Apprenticeship and Workplace Math 11 (or equivalent) with 60% or higher

NOTE: Students that do not meet all admission requirements may complete the College Readiness Tool (CRT) to confirm required Math & English levels.

b) Administrative Assistant Advanced Certificate

Successful completion of Office Administration & Technology Certificate (or equivalent) with program grade point average of 2.67 or better

c) Bookkeeping Advanced Certificate

Successful completion of Office Administration & Technology Certificate – Office Assistant Specialty (or equivalent) with program grade point average of 2.67 or better

### **B. APPLICATION PROCESS**

1. Before an applicant's file is considered to be complete, the following must have been received by the Admissions Department:
  - a) Completed application form.
  - b) The appropriate official transcripts.
2. The deadline for receiving required documentation is stated in the student's admissions letter.
3. An interview (in person or by telephone) with the Program Coordinator (or designate) may be required before entry to the program. Interview results are not used as criteria for admission.
4. Where space permits students may be admitted up to the end of the first week of the course. Admission beyond this point will only be possible with the approval of the instructor(s) involved.

5. Entry may be limited by admission requirements, space limitations and/or completion of preadmission assessment.
6. Part-time Study  
Subject to space limitations, program admission requirements, and course prerequisites, all three programs accommodate part-time study.

C. ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

For more information, see Policy 8614: Advanced Standing.

D. RE-ENTRY INSTRUCTION

1. Students, who withdraw from their program, may apply to re-enter within one year of departure.
2. Priority for re-entry will be given as follows:
  - a) Students who interrupted their program for illness or compassionate reasons.
  - b) Students who failed to meet program requirements for promotion.

## **PART II: ASSESSMENT, PROMOTION AND GRADUATION**

A. ASSESSMENT

1. Grading
  - a) This Program uses the Standard Academic and Career Grading Table and Competency Based Grading Table. To view all College grading tables, see *Policy 8612: Grading*.
2. Assessments
  - a) Students are expected to complete the course outcomes independently and with original work unless specified otherwise by the instructor.
  - b) Students are assessed and graded for each course outcome as indicated in the respective course outline.
  - c) Exams, labs, group or individual projects, assignments, presentations, professionalism and other evaluative activities are weighted and averaged as indicated in the respective course outline.
  - d) Missed assignments and tests will receive a zero mark if not submitted. However, in some courses it may be mandatory to submit all assignments to an acceptable level and/or to write all exams in order to receive credit for the course. If accepted, late assignments may be subject to penalty.
  - e) Individual course outlines may have other specific requirements for assignments, grades, and/or examinations.

3. Examinations

- a) In some courses, students must receive a passing grade on specified exams in order to pass the course. The details will be explained in the applicable course outlines.
- b) Students may be allowed to make alternative exam arrangements, with the appropriate instructor, for valid and verifiable reasons such as medical emergency, family bereavement, or jury duty.

4. Cheating and Plagiarism See Policy 8618: Cheating and Plagiarism

B. PROMOTION

1. To be promoted a student must achieve a minimum grade of "P" in every course.
2. Students must successfully complete the Office Administration & Technology Certificate with a minimum GPA of 2.67 to qualify for entrance to one of the Advanced Certificates.
3. Any student who has left the program because of unsatisfactory performance may be readmitted with the approval of the School Chair or designate after consultation with instructors.

D. APPEAL

See Policy 8400: Student Appeals

E. GRADUATION

1. Credentials:
  - Office Administration & Technology Certificate – Office Assistant
  - Office Administration & Technology Certificate – Bookkeeping
  - Administrative Assistant Advanced Certificate
  - Bookkeeping Advanced Certificate
2. To be eligible for the Office Administration & Technology Certificate, students must complete all requirements of the certificate within 3 years of entering into the program.
3. To be eligible for an Advanced Certificate, students must complete all requirements of the Advanced Certificate within 2 years of entering into the program.
4. A student who has completed the graduation requirements with a cumulative GPA of 3.67 or better and no "B-" or lower grades in any subject will be designated as graduating with Honours.
5. The minimal requirement for graduation is a cumulative program GPA of 2.67 or equivalent standard.

<b>Office Administration &amp; Technology – Office Assistant Certificate</b>		
<b>Courses</b>		
Course Code	Course	Credit
O TEC 100	Online Learner Success (co-requisite in the first semester)	.5
O TEC 110	Keyboarding I	.5
O TEC 115	Administrative Computer Applications	1.5
O TEC 120	Business Math & Calculators	1
O TEC 150	Word Processing I	1.5
O TEC 153	Spreadsheets	1.5
O TEC 135	Business Communications	1.5
O TEC 170	Bookkeeping I	2
O TEC 162	Employability Skills	1.5
O TEC 130	Business English for Professionals	2
O TEC 140	Administrative Procedures	1.5
O TEC 151	Word Processing II	1.5
O TEC 160	Human Relations	1
O TEC 161	Service Delivery	1
<b>Total Program Credits</b>		<b>18.5</b>

<b>Office Administration &amp; Technology – Bookkeeping Certificate</b>		
<b>Courses</b>		
Course Code	Course	Credit
O TEC 100	Online Learner Success (co-requisite in the first semester)	.5
O TEC 110	Keyboarding I	.5
O TEC 115	Administrative Computer Applications	1.5
O TEC 120	Business Math & Calculators	1
O TEC 150	Word Processing I	1.5
O TEC 153	Spreadsheets	1.5
O TEC 135	Business Communications	1.5
O TEC 170	Bookkeeping I	2
O TEC 162	Employability Skills	1.5
O TEC 111	Keyboarding II	.5
O TEC 172	Bookkeeping II	2
O TEC 175	Computerized Accounting	2.5
O TEC 171	Payroll	1.5
O TEC 181	Capstone: Bookkeeping	1.5
<b>Total Program Credits</b>		<b>19.5</b>

<b>Bookkeeping – Advanced Certificate</b>		
Course Code	Course	Credit
O TEC 111	Keyboarding II	.5
O TEC 172	Bookkeeping II	2
O TEC 175	Computerized Accounting	2.5
O TEC 171	Payroll	1.5
O TEC 181	Capstone: Bookkeeping	1.5
O TEC 190	Preceptorship	1
<b>Total Advanced Certificate Credits</b>		<b>9</b>

<b>Administrative Assistant– Advanced Certificate</b>		
Course Code	Course	Credit
O TEC 111	Keyboarding II	.5
O TEC 145	Records Management	1.5
O TEC 155	Database	1.5
O TEC 157	Desktop Publishing	1.5
O TEC 158	Presentations	1.5
O TEC 180	Capstone: Administrative Assistant	1.5
O TEC 190	Preceptorship	1
<b>Total Advanced Certificate Credits</b>		<b>9</b>

### **PART III: STUDENT CONDUCT (See also College Policy 3400: Student Code of Conduct)**

#### **A. PARTICIPATION**

##### **1. Participation Responsibilities**

- a) Students are required to follow course schedules and participate in online class discussions on a regular basis. Punctual submissions of all of the scheduled learning activities are expected of all students.
- b) Where absenteeism adversely affects a student's progress and performance, behavioural probation and/or withdrawal from the program may result.
- c) Students planning an extended absence from the course must notify or make arrangements with their instructor in advance. Instructors are not obligated to provide alternative instruction or assessments in order to accommodate student absences. Failure to notify the instructor may result in withdrawal from the course.

- d) See individual course outlines for any additional attendance and participation requirements.

**B. PROFESSIONAL REQUIREMENTS**

**2. Student Conduct**

- a) Students are expected to behave in a professional manner while in class and/or on Moodle. This includes being respectful of and contributing to the learning environment in accordance with the student code of conduct. For additional information, see Policy 3400: Student Code of Conduct-Rights and Responsibilities.
- b) Students are expected to be prepared for all classes prior to its start. Assigned materials are to be completed by students; such materials and textbooks are not necessarily reviewed page by page by the instructor.
- c) The student is responsible for researching and obtaining notes of missed sessions. Instructors will not provide personal reviews to students for missed material.
- d) See individual course outlines for any additional professional requirements.

**C. PROBATION**

- 1. If a student has a term or cumulative GPA less than 2.67, the student will be placed on academic probation for at least the next semester.
- 2. For additional information: See Policy 8619: Probation

**Part IV: COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS**

Policy 3400: Student Code of Conduct  
Policy 6550: Protection of Privacy  
Policy 8400: Student Appeals  
Policy 8600: Pre-Admissions Basic Skills Assessment  
Policy 8611: Admission  
Policy 8612: Grading  
Policy 8613: Evaluation of Student Learning  
Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit  
Policy 8615: Standards of Academic Progress  
Policy 8616: Student Withdrawals and Refunds  
Policy 8617: Credentials and Graduation  
Policy 8618: Cheating and Plagiarism  
Policy 8619: Student Probation  
Policy 8620: Interdisciplinary Studies