

OFFICE ADMINISTRATION

Program Planning Tips

Pre-set timetables are prepared for full-time students. They are available online at www.douglas.bc.ca/programs/office-administration.html. Just click the Sample Student Timetables link in the navigation bar on the left. The following tips apply to part-time students. They are intended as guidelines only to help you ensure that you will be able to complete your program successfully and according to your personal time frame.

- As a part-time student, you can choose the number of courses you wish to take each semester. It is usually a good idea to spread your workload evenly over the number of semesters you intend to take to complete the program. You will take at least three semesters to complete your certificate.
- Full-time and part-time students in Office Administration programs may register in up to 5 courses (15 credits) per semester.
- If you key less than 25 words per minute or if you have bad keyboarding habits such as looking at the keys, using the wrong fingers, or constantly watching your screen, you should enroll in OADM 1103 in the first semester.
- Students who need to upgrade their keyboarding skills should do so during their first semester at the College.
- If you enter OADM 1303 with 25 nwpm, you may have to repeat the course to increase your speed.
- Students in the legal program who have proven a keyboarding speed of 40 net words per minute should take this group of courses during their first semester: OADM 1303, 1218, and 1256. Doing so will give you a good start in the legal courses and ensure that prerequisites for the senior legal courses will have been met.
- Students in the administrative assistant program who have proven a keyboarding speed of 25 net words per minute should take this group of courses during their first semester: OADM 1240, 1256, and 1222.
- Some courses are offered only in the Winter semester or only in the Fall semester. It is important to plan your program accordingly. The table on the following pages indicates semesters in which courses are normally scheduled; however, it is subject to change. It is important, therefore, to check with the Office Administration Coordinator or a Program Chair when you plan your schedule each semester.
- When planning your timetable, look ahead to the courses you wish to take in the following semester to ensure that you will have the required prerequisite courses. The schedule is found on the Douglas College website by accessing www.douglas.bc.ca. Click the Student services link on the navigation bar and click the Check course availability link under the Applying and registering heading. Choose the semester and select Office Administration to conduct a search of available courses.

OADM Course		Scheduled (<u>F</u> all, <u>W</u> inter, <u>S</u> ummer)	Prerequisite
1103	Introduction to Keyboarding	F and W	None
1114	Medical Terminology I	F and W	
1151	Medical Administrative Procedures	F and W	
1214	Medical Terminology II	F and W	OADM 1114
1218	Legal Office Procedures – Introduction & Corporate Law	F and W	40 nwpm Coreq: OADM 1303 and 1256
1222	Spreadsheets & Business Communications	F	Any Math 11 with a minimum grade “C” standing, or DVST 0210, or 7 on AS4, or placement at DVST 0310
1238	Accounting Procedures I	F and sometimes W	
1239	Computer Bookkeeping I	W	OADM 1256 and 1238
1240	Business Communications and Procedures	F and W	
1245	Employability Skills for Office Personnel	F and W	
1256	Microcomputer Applications I	F, W and S	OADM 1103, or 1106 or 25 nwpm
1265	Pharmaceutical & Billing Procedures	F and W	OADM 1114
1303	Keyboarding Skill Development	F, W and S	OADM 1103 or 1106 or 25 nwpm
1322	Medical Office Transcription	F and W	25 nwpm or OADM 1103 or 1106 and 1114 and 1256 Coreq: OADM 1303 and 1214
1325	Clinical Office Procedures	F and W	
1326	Legal Office Procedures – Litigation	F and W	OADM 1218 and 1256 and 1303 with a C+ or better or 45 nwpm

OADM Course		Scheduled (<u>F</u> all, <u>W</u> inter, <u>S</u> ummer)	Prerequisite
1327	Legal Office Procedures – Family Law	F and W	OADM 1218 and 1256 and 1303 with a C+ or better or 45 nwpm Coreq: OADM 1326
1328	Legal Office Procedures – Conveyancing	F and W	OADM 1218 and 1256 and 1303 with a C+ or better or 45 nwpm
1329	Legal Office Procedures – Wills and Estates	F and W	OADM 1218 and 1256 and 1303 with a C+ or better or 45 nwpm Coreq: OADM 1328
1338	Accounting Procedures II	W	OADM 1238 and 1256
1339	Computer Bookkeeping II	W	OADM 1238 and 1256
1345	Administrative Procedures	W	Co-req: OADM 1240 and 1256
1347	Payroll	W	OADM 1222 or FINC 1231 or BUSN 1330 and OADM 1238 or ACCT 1110 and OADM 1256 or CSIS 1110
1356	Microcomputer Applications II	W	OADM 1256
1400	*Job Search	F and W	
1401	*Office Practicum	W and S (first 3 weeks only)	C- or better in <u>all</u> OADM courses relevant to your program

*Job Search and Office Practicum should only be taken at the end of your program of study!

Your instructors and the Office Administration Coordinator and Chairs are always happy to advise you and confirm your scheduling decisions. Feel free to contact them for assistance.

		<u>Room</u>	<u>Telephone</u>
Wayne Ratcliffe	Coordinator	NW - 4351	604-527-5445
David Cordon	Chair, Admin. Asst., Office Asst.	NW – 4370B	604-527-5431
Neil Gillis	Chair, Applied Bookkeeping	NW - 4304	604-527-5435
Titus Yip	Chair, Legal Administrative Asst.	NW - 4304	604-527-5435
Sheena Graves	Chair, Medical Office Assistant	NW – 4370A	604-527-5103