

Office Administration – Executive (Co-op)



Benefits of hiring a Niagara College Co-op student

NEW TALENT | STAFF COVERAGE | PEAK SEASON | SPECIAL PROJECTS

Two-year business program focused on practical administrative skills and advanced computer applications.

Student Competencies:

YEAR 1:

- Advanced skills in MS Word, PowerPoint, and Excel including the ability to provide technical support and training related to computer software to others in the workplace
- Develop and manage internal and external customer relationships through effective communication and problem solving
- Establish, assess and maintain data management systems for electronic and paper records
- Research, develop and present a report for the workplace using written and oral presentation techniques
- Troubleshoot and show initiative in the creation and production of accurate, organized business documents
- Organize meetings, conferences, special events and travel, including the preparation of related documentation

Our students have enhanced organizations in these areas:

- Administration
- Bookkeeping
- Customer Relations
- Customer Service
- Data Entry
- Project Co-ordination
- Scheduling
- Timekeeping

Academic & Co-op Work Schedule			
Year	Fall Term	Winter Term	Spring Term
1	Study	Study	Work
2	Study	Study	

Co-op work term requirement is 400 hours.

Post your employment opportunities at mycareer.niagaracollege.ca

Career Services

For information about hiring, please contact us at:
905-641-2252 ext. 4165
nccareerservices@niagaracollege.ca

Ask us about the (up to)

\$3,000

Co-op Education Tax Credit