

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, Excel and Access 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

YEAR 2:

- › Produce accurate financial records and basic bookkeeping documents
- › Understand the proper methods to design, create and maintain web pages and print media suitable for professional organizations
- › Apply scheduling, task coordination, and organizational skills to facilitate the completion of tasks and to meet deadlines

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.

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