Office Administration – Executive

Ontario College Diploma | 2 years

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Gain the skills to provide specialized administrative support.

Critical training

Complete interactive assignments and learn the skills most in demand by today's employers. This two-year program focuses on the higher-level technical and professional skills required if you wish to work in an executive office.

Things you'll learn

- Advanced administrative functions such as arranging travel and taking minutes.
- Executive support skills such as project management and event planning.
- Advanced Microsoft Office applications (Word, Excel, PowerPoint and Access).
- Business writing, Internet research and report writing skills.

Administrative Simulation or Field Placement

When you've completed the first three terms and have met a prescribed GPA, you can choose either an Administrative Simulation course or a Field Placement course. Both prepare you for entry-level support positions in a business, government or professional office. This experience can be invaluable when you're ready to look for a professional executive assistant or administrative assistant position.

Career opportunities

As a graduate of Sheridan's Office Administration – Executive diploma program, you'll be ready to take on the responsibilities of a busy professional office.

Here are some jobs you might find:

- Administrative or Executive Assistant
- Human Resources Clerk
- Office Administrator or Supervisor
- Product Information Coordinator
- Project Manager Assistant
- Records Management Coordinator

Courses

Some of the courses you can expect to take in your program

- Administrative Procedures
- Advanced Spreadsheets
- Database Management
- Leadership in the Workplace
- Communication Skills for Administrative Professionals
- Project Management for Office Administrators

Admission requirements

Program eligibility

Ontario Secondary School Diploma or equivalent, including these required courses:

- One English, Grade 12 (ENG4C or ENG4U) with a minimum 60%
- Minimum 65% overall average.

or

Mature student status.

Applicant selection

Eligible applicants are selected on the basis of previous academic achievement (the average of their six highest senior-level credits, including required courses). Although not a requirement, Grade 12 mathematics or equivalent and basic computer skills are recommended.

Applicants who do not meet the admission requirements for this program may be advised individually regarding other related programs.

*Course duration for September starts is 2 academic years. Course duration for January and May starts is 16 months continuous.

English language proficiency

All applicants whose first language is not English must meet Sheridan's English proficiency requirements.

Refer to the website for full admission requirements.

How to apply:
5 easy steps

1. Find your program
2. Check the admission requirements
3. Apply online
4. Submit your documentation
5. Accept your offer

Ready to get started?

sheridancollege.ca/apply

International students

Find out more about...

- Post-graduation work permit (PGWP) eligibility
- Admission requirements
- English language proficiency requirements
- Fees and financial aid
- Provincial Attestation Letters (PALs)

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