

ADMINISTRATIVE MAJOR

The administrative major provides students with a wide range of skills covering all aspects of the office environment, from word processing and accounting to office procedures and customer service. Technology is an integral part of this program – students are trained with the latest software programs as they learn how to process and manage information efficiently.

Career Potential

Students can expect to work as office assistants, receptionists, administrative assistants, executive assistants, personal assistants or secretaries in private companies, business and government offices, and non-profit associations. This program prepares graduates to work in many diverse areas and there are excellent career opportunities.

Program of Study

| Course | Title | Credits |
|-------------------------|---|---------|
| Term I | | |
| ENGL 102 or WRIT 101 | Analysis and Argument or First Year Writing | 3 |
| OAAS 110 | Administrative Office Procedures I | 3 |
| OAAS 111 | Office Technology I | 3 |
| OADM 112 | Customer Communications and Service I | 3 |
| OADM 113 | Document Formatting I | 3 |
| OADM 124 | Office Math Applications | 1 |
| | Credits | 16 |
| Term II | | |
| ACCT 100 | Introduction to Accounting and Computerized Accounting Applications | 3 |
| OAAS 120 | Administrative Office Procedures II | 3 |
| OAAS 121 | Office Technology II | 3 |
| OAAS 127 | Presentations and Web Pages | 3 |
| OADM 122 | Customer Communications and Service II | 3 |
| OADM 123 | Document Formatting II | 3 |
| | Credits | 18 |
| Term III | | |
| OAAS 130 | Administrative Office Procedures III and Field Placement | 3 |
| OAAS 131 | Office Technology III | 3 |
| | Credits | 6 |
| | Total Credits | 40 |

The minimum passing grade for a course at MacEwan University is a D unless otherwise noted next to the appropriate course in the program of study.

Course Substitutions

| Credit Earned in: | May Be Substituted for Credit in Program Course: |
|-------------------|--|
| ACCT 111 | ACCT 100 |
| ENGL 211 | OADM 112 |
| FNCE 113 | OADM 124 |
| MGMT 122 | OAAS 110 |
| OAMS 128 | OADM 124 |