

## OFFICE ADMINISTRATION

AEC- LCE.53



# OFFICE ADMINISTRATION (AEC)

## What is RAC?

The “Recognition of Acquired Competencies” (RAC) is a process that allows adults to be evaluated and to obtain official recognition for competencies (skills and knowledge) acquired on the job or through real-life experience.

## What are the advantages of RAC?

- Helps you get evaluated for skills you already know
- Provides official recognition of your competencies
- Improves your employability and career outlook
- Is flexible to suit your schedule and your lifestyle.

## Which diploma do I get?

Upon successful completion of the RAC Office Administration process, you will be awarded an AEC in Office Administration (Attestation of Collegial Studies) recognized by the Minister of Higher Education. This is a technical administration certification.

N.B. Also available is the DEC (Diploma of College Studies) in Office Management. Speak to the program advisor or your employer’s Human Resources department to know which certification is best for your needs. The DEC is a more complex process.

## Is an AEC in Office Administration for me?

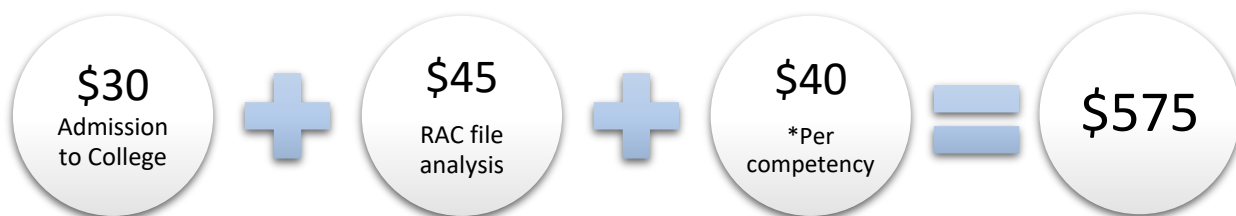
- This is for administrative assistants, executive assistants, receptionists, office coordinators, and office clerks who have been working in the field for several years.
- This is for people who are already working in an office environment and wish to get a certification for their competencies and for their knowledge.

## How long does it take?

The duration is approximately 6-9 months depending if the individual is currently working or not, to complete the *program specific* competencies.

\*If you have already taken college courses or have a higher education degree, an in-depth file analysis will be done to grant substitutions and/or equivalencies where needed.

## How much does it cost?



\*Up to a maximum of \$500

- All applicants must pay the \$30 application fee and \$45 file analysis fee before moving forward to the next step; the Validation Interview. This \$75 is non-refundable and must be paid online with a credit card.
- Applicants who have previously attended Champlain College, will not be charged the \$30 application fee.

### What are the admission requirements?

- Candidates must be 20 years of age or older and have been absent from full-time CEGEP studies for at least one year prior to admission to the program.
- Candidates must have a High School Degree or experience and training deemed sufficient by the College Administration.
- Potential candidates must have a good written and spoken level of French to be admitted.
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### What are the competencies?

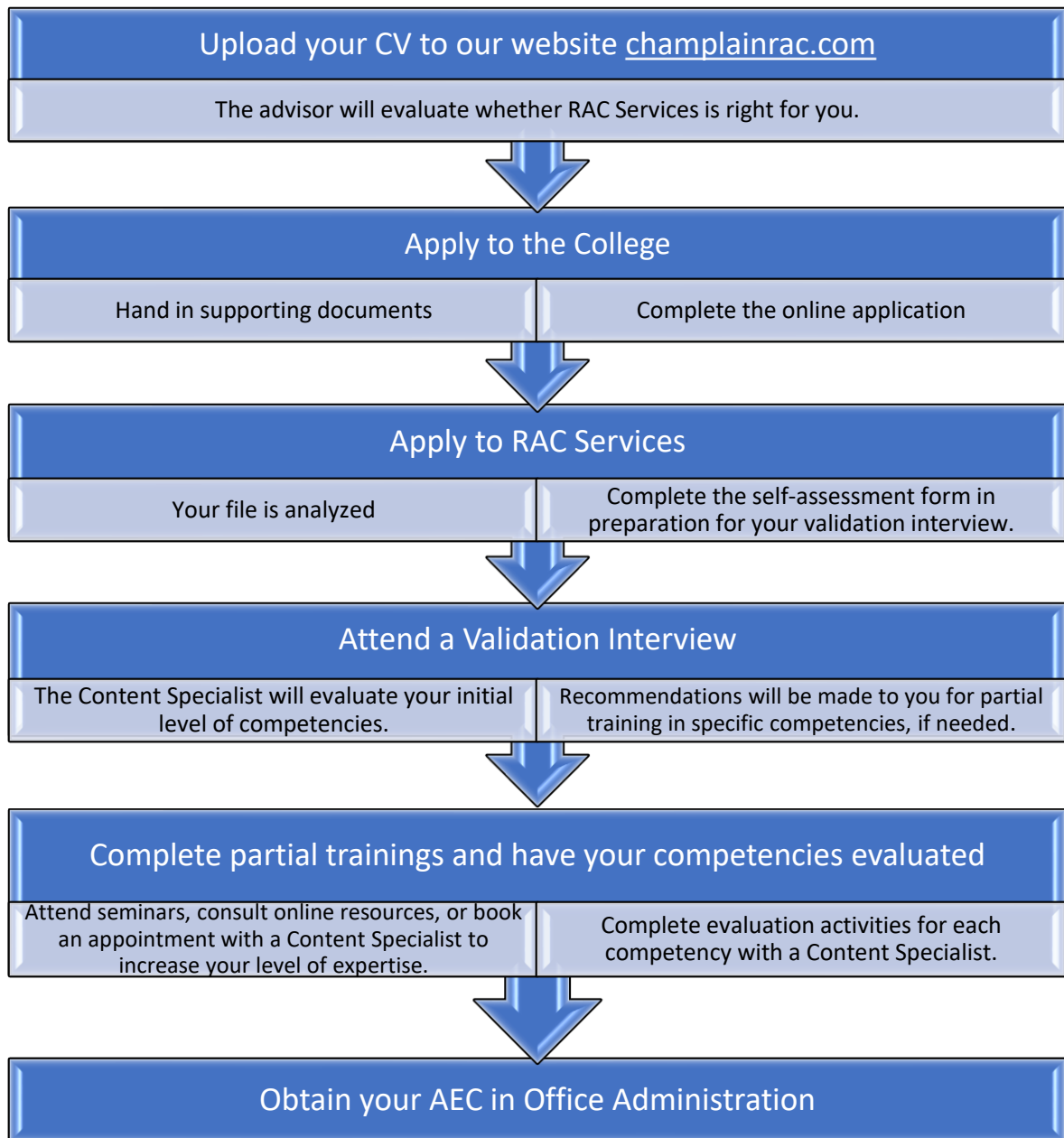
- The Office Administration program consists of 14 competencies.
- The competencies have been grouped into clusters to create an efficient evaluation process where candidates can demonstrate more than one competency at a time. There are 5 clusters and 2 independent competencies. Candidates will need to demonstrate that they are knowledgeable in the following areas.

Competency code	<b>CLUSTER A: Production and word processing of documents</b>
00UW	Use Microsoft Word: format a document, do a mail merge.
00UZ	Write English texts and perform English linguistic revision: write, summarize, correct & improve a text.
00VA	Produce administrative documents: agendas, memos, reports.
	<b>Cluster B.2: Financial Resources Management</b>
00V8	Manage basic finances: perform Bookkeeping operations, balance petty cash, and produce a budget.
00UX	Use Microsoft Excel: produce a spreadsheet, process a multi-sheet document, and use graphs.
	<b>Cluster C: Office administration management</b>
00VE	Use a records management system: establish a filing system according to laws and timelines and storage.
	<b>Cluster D: Oral and written communication in French</b>
00V0	Write French texts and perform French linguistic revision: write, summarize, correct & improve a text.
00V1	Communicate in French: do an oral presentation and carry a business conversation.
	<b>Cluster F: Professional activities organization</b>
00UY	Communicate in English: make an oral presentation and carry a business conversation.
00VM	Plan an event: organize an event and ensure functioning and follow to the event.
00V3	Use office tools: treat mail, emails and use outlook calendars.
00V5	Interact in various work situations: use interpersonal skills, stress management technics and team spirit.
	<b>Independent</b>
00V9	Use a database: create and operate a database using proper fields, forms and reports.
EFA8	Internship.

N.B. Champlain College Saint-Lambert is an English-speaking college; seminars are in English.

## How to apply?

The program advisor will guide you through the step in applying to RAC services.



Thank you very much for your interest in our RAC services at Champlain College.

### Advisor Contact Information:

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