



Sault College News Release

For immediate release

Office Administration Celebrates 40 Years



(Sault Ste. Marie, ON November 29, 2013) When personal computers (PCs) were introduced in the 70s and 80s, labour market forecasters predicted a significant reduction in the need for experienced “secretaries.” Sheree Wright, coordinator of Sault

College’s Office Administration - Executive program, is pleased to say that administrative assistants are still in demand.

“Companies across the country regularly post job ads seeking administrative professionals with post-secondary education and excellent computer, language, and organizational skills,” notes Wright. “The introduction of PCs in the workplace impacted the traditional duties and responsibilities of office professionals. With the elimination of tasks such as using shorthand to take and transcribe notes, typing forms with carbon copies, and performing manual calculations, today’s administrative assistants now spend their time managing projects, preparing reports, organizing conferences and events, researching and recommending the

purchase of equipment and technology, training staff, and using Internet/social media tools to liaise with customers and employees.”

Sault College’s Office Administration program has been providing administrative skills training for 40 years. In addition to celebrating its 40th anniversary, the Office Administration - Executive program is also celebrating the 10th anniversary of the accelerated delivery format.

The Office Administration program has seen many changes over the past 40 years. “In the early 70s, Office Administration students enrolled in a general first year then completed a second year specialization in either Legal, Medical, or Executive,” notes Marg Simpson, retired professor of the Secretarial Arts program.

In 2003, the Office Administration - Executive program was revamped; now students earn a two-year diploma in only 12 months. Online learners can also enrol in the Legal Office Assistant and Health Office Administrative Support certificate programs through the college’s Continuing Education Department.

Program enrolment remains steady thanks to the efforts of Office Administration Advisory Committee members, local employers, and caring and professional faculty. Key Performance Indicators (KPIs) consistently reflect high student, graduate, and employer satisfaction. Statistics for the last four years show that, on average, 86 percent of Office Administration - Executive graduates are employed in their field within six months of graduating.

“It is essential that office professionals remain flexible and adaptable. With technology changing so quickly, even greater changes to the office environment are expected. “Regardless of what the future might hold,” adds Wright, “I am confident that administrative assistants will continue to be the glue that holds the office together.”

Commemorative pins to celebrate the 40th anniversary were distributed at the Fall Convocation. Office Administration graduates can still receive their pin by contacting Sheree Wright at sheree.wright@saultcollege.ca. For more information on this program and how to apply, please contact Student Recruitment at (705) 759-2554 ext. 2222 or email studentrecruitment@saultcollege.ca. The deadline to apply to Sault College for equal consideration is February 1, 2014.

-30-

About Sault College's Office Administration – Executive Program

The Office Administration - Executive program is an accelerated course that prepares students for the skills and productivity tools needed to be a key part of the success in today's highly specialized offices. In only three semesters taken consecutively, students will master the skills and knowledge traditionally offered in a full two-year semester program, earning an Ontario College diploma in only 46 weeks. The program includes a work placement and provides in-depth training in all major software applications including word processing, spreadsheets, presentation graphics, database management, desktop publishing, webpage design, the Internet, and automated accounting. Emphasis is also placed on developing decision-making, interpersonal, and customer-service skills. Visit our website at www.saultcollege.ca to learn more.

In photo - Office Administration Advisory Committee members: **Back Row – Left to Right** – Janet Morrow, Lynn Dee Eason, Monique Bumbaco, Robin Dose, Marie Rinne, Sheree Wright, Marian Brooks, Sandra Chester. **Front Row (seated) – Left to Right** – Michelle Kelly, Suzanne Irwin

Please contact:

Tessa Pino, Communications Officer
Sault College
705.759.2554 ext. 2830
www.saultcollege.ca