Champlain
COLLEGESAINT-LAMBERT
CONTINUING EDUCATION · FORMATION CONTINUE

OFFICE MANAGEMENT
DEC - 412.A0

RAC
Champlain
COLLEGESAINT-LAMBERT

900 Riverside Drive • Saint-Lambert • Québec • J4P 3P2

OFFICE MANAGEMENT (DEC) 412.A0

What is RAC?

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

What are the advantages of RAC?

- RAC helps you get evaluated for skills you already have
- RAC provides official recognition of your competencies
- RAC improves your employability and career outlook
- RAC is flexible to suit your schedule and your lifestyle.

Which diploma do I get?

Upon successful completion of the RAC Office Management process, you will be awarded a ***DEC in Office Systems Technology* (Diploma of Collegial Studies)** recognized by the Minister of Higher Education. This is a technical administration degree.

This DEC does not provide a R-Score (CRC or La cote de rendement au collégial) which is required for university admissions. If you are interested in attending university after graduation, please contact the Academic Advisor in Continuing Education, Anja Vroomen avroomen@crcmail.net

N.B. Also available is the AEC (Attestation of College Studies) in Office Administration. Speak to a career counselor or your employer's Human Resources department to know which certification is best for your needs.

Is a DEC in Office Management for me?

- This is for office coordinators, office technicians, administrative agents and support personnel, whom have been working in their profession for several years.
- This is for people who desire career advancement in their current organization.

How long does it take?

The duration is approximately 9 months, depending if the individual is currently working or not, to complete the *program-specific* competencies. Another 9-12 months to do the *general education** competencies. Seminars and evaluations occur mainly during the weekends.

*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?

$30 Admission to College + $45 RAC file analysis + $40 *Per competency = $575
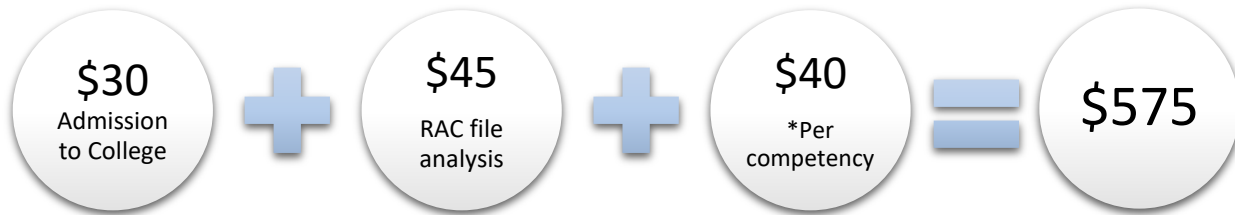
Up to a maximum of $500 This is the cost for the specific competencies only and does not include the cost of the General Education competencies. The cost for General Education Competencies is between $300 and 500$.

- 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 or have already completed a DEC.
- Candidates must have a High School Degree or experience and training deemed sufficient by the College Administration.
- In order to complete this DEC, any prospective candidate must have completed the 14 General Education**DEC requirements (courses) before entering the program or be able to complete them independent of this program in another institution. The Pedagogical Advisor in the program will assist candidates throughout to ensure full completion.
- Potential candidates must have a good written and spoken level of French to be admitted.

  **General Education courses are English (4), French (2), Humanities (3), Physical Education (3) and Complementary (2).
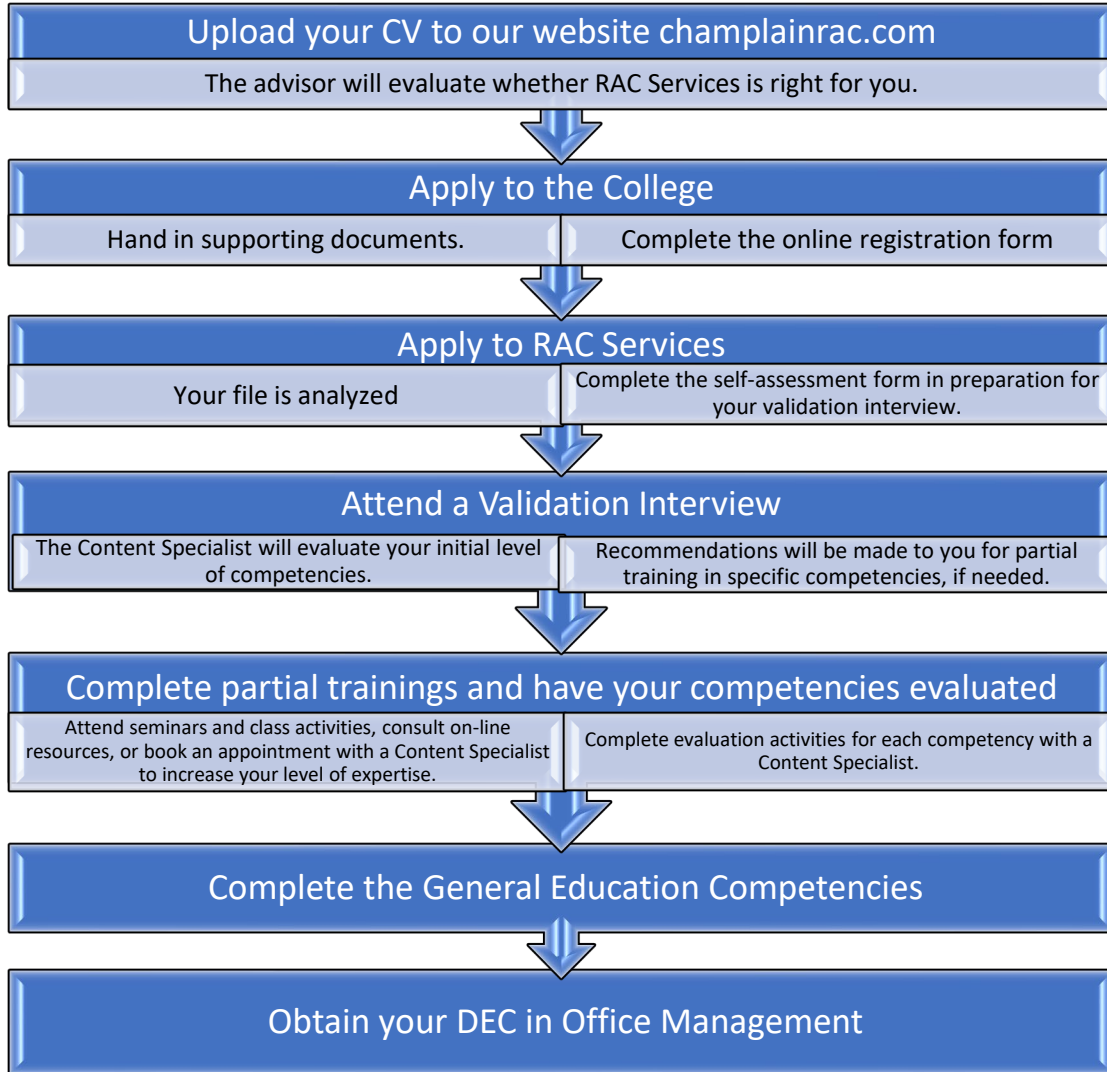
What are the competencies?

- The Office Management program consists of 26 specific competencies (excluding General Education courses).
- 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 6 clusters and 4 independent competencies. Candidates will need to demonstrate that they are knowledgeable in the following areas.

Competency code	CLUSTER A: Production and word processing of documents
00UW	Use Microsoft Word: format a document, do a mail merge.
00VA	Produce administrative documents: agendas, memos, reports.
00UZ	Write English texts and perform English linguistic revision: write, summarize, correct & improve a text.
	CLUSTER B.1: Material Resources Management
00VJ	Manage the office supplies and space: office inventory, organize space.
00V4	Provide technical support: install software, configure computers, manage the hard drive.
	Cluster B.2: Financial Resources Management
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.
	Cluster C: Office administration management
00VB	Use automatic operations: with Word, Excel & a database.
00VC	Solve problems: define a problem, create a solution and implement it.
00VE	Use a records management system: establish a filing system according to laws and timelines and storage.
00VF	Design office procedures: create a procedure, implement it and modify as needed.
	Cluster D: Oral and written communication in French
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.
00V2	Translate texts: from English to French and French to English.
	Cluster E: Human Resource Management
00VG	Recruit personnel for the office: make a job description, assist in hiring & orientation.
00VK	Assess the performance of the staff: determine criteria of evaluation and assessment tools and implement.
00VL	Train the office staff: organize & provide training.
	Cluster F: Professional activities organization
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.
00VH	Supervise work within the office: ensure maintenance of services and follow up or work.
	Independent
00V7	Analyze the profession: describe the skills and abilities needed to do office work coordination.
00V9	Use a database: create and operate a database using proper fields, forms and reports.
00V6	Build a career: create a CV, cover letter & portfolio.
00VD	To establish links between the organization and the work of the office coordinator.

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.

Upload your CV to our website champlainrac.com
The advisor will evaluate whether RAC Services is right for you.

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Apply to the College	
Hand in supporting documents.	Complete the online registration form

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Apply to RAC Services	
Your file is analyzed	Complete the self-assessment form in preparation for your validation interview.

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Attend a Validation Interview	
The Content Specialist will evaluate your initial level of competencies.	Recommendations will be made to you for partial training in specific competencies, if needed.

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Complete partial trainings and have your competencies evaluated	
Attend seminars and class activities, consult on-line resources, or book an appointment with a Content Specialist to increase your level of expertise.	Complete evaluation activities for each competency with a Content Specialist.

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Complete the General Education Competencies

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Obtain your DEC in Office Management

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

Advisor Contact Information:
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Pedagogical Counselor, RAC Services
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