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Course Name

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Code No.

## **I. COURSE DESCRIPTION:**

The OAD202 course is designed to prepare students to assume administrative assistant/executive secretarial positions. Students will apply recording, composition, research, and language skills to produce accurate correspondence by a specified deadline using computer application software (Word, Excel, Internet Explorer, and PowerPoint).

The ability to organize, process, and respond to paper and electronic communications to facilitate the flow of information in the workplace is stressed; and continued emphasis is placed on the development of non-technical skills, such as time management, decision-making, and organizational skills.

## **II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

### Learning Outcomes with Elements of Performance:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Apply time management skills to facilitate the completion of tasks and meet deadlines in the workplace.

#### Potential Elements of the Performance:

- Analyze and prioritize tasks.
- Coordinate long-range projects.
- Design and implement a work plan.
- Meet deadlines.
- Use calendar and reminder systems.
- Coordinate, record, and communicate appointment arrangements.

This module will constitute 5 percent of the course grade.

2. Organize, process, and respond to paper and electronic communications to facilitate the flow of information in the workplace.

#### Potential Elements of the Performance:

- Listen effectively.
- Follow verbal and written instructions.

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- Make notes to record communications.
- Use correct business terminology.
- Analyze written communications received through manual and electronic communication systems and determine appropriate action.
- Complete a variety of business forms to record communications and support the flow of information.
- Draft replies to routine correspondence.
- Compose clear and concise messages.
- Prepare internal and external communications for distribution.

This module will constitute 20 percent of the course grade.

3. Apply recording, composition, research, and language skills to produce accurate business correspondence by a specified deadline, using computer technology.

Potential Elements of the Performance:

- Use correct grammar, spelling, and punctuation.
- Draft correspondence.
- Convert draft information into final-form business correspondence.
- Apply both electronic and paper research techniques to prepare summary reports.

This module will constitute 25 percent of the course grade.

4. Integrate application software to produce accurate, organized business documents within a specified time frame.

Potential Elements of the Performance:

- Select appropriate document formats for specific tasks.
- Select and use appropriate software to record and organize a variety of business information.
- Import text and graphics files to design seminar brochures, announcements, and registration forms.
- Utilize the “merging” function to generate correspondence.
- Prepare tables containing statistical information.
- Utilize presentation software to generate slides and overheads.

This module will constitute 25 percent of the course grade.

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5. Compile information and produce accurate financial records for the workplace within a specified time frame, using appropriate software.

Potential Elements of the Performance:

- Use reference materials.
- Access spreadsheet software to record and organize financial information.
- Make calculations and verify their accuracy.
- Apply proofreading skills.
- Prepare final-form financial documents, including cheques, cheque and supply requisitions, travel expense statements, and purchase orders.

This module will constitute 10 percent of the course grade.

6. Prepare related documentation associated with the organization of meetings, conferences, and travel.

Potential Elements of the Performance:

- Research and identify facilities, equipment, services, speakers, and supplies required for meetings, conferences, special events, and travel.
- Coordinate arrangements and office activities associated with advance publicity and registration for a seminar.
- Prepare documentation to support and follow-up meetings, conferences, special events, and travel, including travel expense statements, seminar registration forms, announcements, programs, speaker confirmations, itineraries, etc.

This module will constitute 10 percent of the course grade.

7. Keyboard at a minimum of 40 w.p.m. with 98 percent accuracy on two, 5-minute timed writings.

This module will constitute 5 percent of the course grade.

**III. TOPICS:**

1. Timed Writings to Measure Speed and Accuracy.
2. Completion of Six In-Basket Simulations.

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Code No.**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

1. Accompanying Materials (In-basket and Stationery Packets) – Intertech Executive Secretarial Simulations.
2. Diskettes – 3 – 3 ½” high density, 1.44 mb diskettes.
3. Manilla File Folders – 8 ½” X 11” – (letterhead size only) and File Labels.
4. The Gregg Reference Manual or The Office Manual and Gage Dictionary.

**V. EVALUATION PROCESS/GRADING SYSTEM:****1. Timed Writings:**

Students will be evaluated on their ability to keyboard at a speed of 40 gross words per minute with a minimum of 98 percent accuracy on five-minute timed writings which must be achieved on two separate occasions under the instructor’s supervision. **(5%)**

**2. Tests – In-Basket Simulations**

Students will complete two hands-on tests to evaluate their production, organizational, composition, and computer skills. Tests will be based on material covered in six in-basket simulations that students have completed as part of their daily work. (Note that while daily work will be evaluated, marks are not assigned for the completion of daily work.)

In-basket Test 1  
(based on In-baskets 1, 2, and 3) **(45%)**

In-basket Test 2  
(based on In-baskets 3, 4, and 5) **(50%)**

**Marking Deductions: (see attached marking grade sheet)**

The following semester grades will be assigned to students in postsecondary courses:

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<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 - 59%	1.00
F (Fail)	49% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies &amp; Procedures Manual – Deferred Grades and Make-up</i> ).	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

## VI. SPECIAL NOTES:

### 1. Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493 so that support services can be arranged for you.

### 2. Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

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3. Students should refer to the definition of “academic dishonesty” in the “*Statement of Student Rights and Responsibilities*.” Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.
4. The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.
5. Substitute course information is available in the Registrar's office.
6. Students are expected to be present to write all tests during regularly scheduled classes. In the event of a failed course grade, a supplementary test will be administered on the semester's work to replace EITHER the lowest failed or one missed test.
7. During testing, the program's on-line help may be available. Tests will not be open book. Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencils, pens, etc.).
8. Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the instructor who will keep them on file for one year.
9. A disk labeled with the student's name, professor's name, and the course name MUST be available with the test and with daily work. At the professor's discretion, disks will be checked. Students are advised to maintain at LEAST one backup of all files.
10. All work must be labeled with the student's name and the project information. All work must be submitted in a labeled folder complete with a plastic disk pocket.
11. Proofreading is an integral part of this course. Marks will be deducted for all proofreading, spelling, grammar, and format errors.
12. Regular attendance is expected so the professor can observe work and provide guidance as necessary.

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13. Keyboarding proficiency is expected. Students who are unable to attain 40 g.w.p.m. keyboarding speed are encouraged to use (or purchase) the *All the Right Type* typing tutor software located on the E-wing network and in the Learning Assistance Centre.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.