

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

<b>COURSE TITLE:</b>	ADMINISTRATIVE OFFICE SIMULATION II		
<b>CODE NO.:</b>	OAD202	<b>SEMESTER:</b>	THREE
		<b>MODULE:</b>	FIVE
<b>PROGRAM:</b>	OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)		
<b>AUTHOR:</b>	SHEREE WRIGHT		
<b>DATE:</b>	APRIL 2009	<b>PREVIOUS OUTLINE DATED:</b>	APRIL 2008
<b>APPROVED:</b>	“Penny Perrier”		Apr. 23/09
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		<b>CHAIR</b>	<b>DATE</b>
<b>TOTAL CREDITS:</b>	4		
<b>PREREQUISITE(S):</b>	OAD101, OAD108, OAD109, and COM116		
<b>HOURS/WEEK:</b>	6 hrs./7 weeks		

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*For additional information, please contact Penny Perrier, Chair*  
*School of Continuing Education, Business, and Hospitality*  
*(705) 759-2554, Ext. 2754*

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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 composition, research, formatting, and language skills to process and prepare correspondence, reports, and forms by a specified deadline using computer application software (Word, Excel, and Internet Explorer).

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, listening, 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.

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- Follow verbal and written instructions.
- 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.

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. *Intertech Executive Secretarial Simulation.*
2. CD-RW or Memory Stick.
3. 3 Manilla File Folders – 8 ½” X 11” – (letterhead size only) and File Labels.
4. *The Gregg Reference Manual* and/or *The Office Manual*
5. *Oxford 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. Daily Work** (completion of six in-baskets) **(5%)****3. 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.

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

In-basket Test 2  
(based on In-baskets 4, 5, and 6) **(45%)**

**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:

### Disability Services:

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 Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

### 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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Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. 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/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

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.

Substitute course information is available in the Registrar's office.

Students are expected to demonstrate respect for others in the class. Classroom disturbances will be dealt with through an escalating procedure as follows:

- Verbal warning
- E-mail notification
- Meeting with the dean

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 at the end of the semester to those students who have attended 75 percent of classes and have completed all required course work. The mark achieved on the supplemental will replace the lowest failed test for the final grade calculation. An appropriately labeled CD-RW or memory stick containing completed daily work must be available prior to the supplemental test if requested by the professor.

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It is expected that 100 percent of classroom work/projects will be completed and submitted on time. A late assignment will be accepted if submitted within 72 hours of the due date and time. Twenty-five percent will be deducted from late assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

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 professor who will keep them on file for three weeks after the semester finish date. Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the test paper being returned.

9. A CD-RW or memory stick MUST be available with the test and with daily work. At the professor's discretion, disks will be checked. All work must be submitted in a labeled folder complete with a plastic disk pocket. Students are advised to maintain at LEAST one backup of all files.
10. Proofreading is an integral part of this course. Marks will be deducted for all proofreading, spelling, grammar, and format errors. (See attached.)
11. Regular attendance and participation is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.
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.
14. It is the student's responsibility to be familiar with the course outline and department manual. Students are expected to check college E-mail twice daily as a minimum.

## VII. PRIOR LEARNING ASSESSMENT:

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



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**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit form from the program coordinator (or the course coordinator regarding a general education transfer) or academic assistant. Students will be required to provide a transcript and course outline related to the course in question.

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**OFFICE ADMINISTRATION DETAILED GRADING SHEET – 2008/2009**

<b>ABBREVIATIONS</b>	
Failure to abbreviate properly	-2
<b>APPEARANCE</b>	
Smudges/Wrinkles/Improper assembly/Poor corrections	-2
<b>CAPITALIZATION</b>	
<ul style="list-style-type: none"> <li>▪ Failure to capitalize less obvious words, i.e. the Great Depression</li> <li>▪ Failure to capitalize the first word in a sentence or obvious proper nouns, i.e. Sault Ste. Marie, Robert</li> </ul>	-1/2 -5
<b>COMPOUND WORDS</b> (always use a current dictionary to verify spelling)	
<ul style="list-style-type: none"> <li>▪ Compound nouns (follow no regular pattern e.g. courtyard, court order, court-martial)/ Compound verbs (usually hyphenated or solid e.g. baby-sit, highlight)</li> <li>▪ Compound adjective (e.g. an actor who is well known /a well-known actor)/Prefixes and suffixes (do not use a hyphen to set off a prefix at the beginning of a word or a suffix at the end of a word e.g. <u>post</u>test, nation<u>wide</u>)</li> <li>▪ Sometimes one word, sometimes two words (e.g. anyone/any one, already/all ready)</li> </ul>	-5 -1/2 -2
<b>ENVELOPES</b>	
<ul style="list-style-type: none"> <li>▪ Improper use of case/Street abbreviation not used/Author's name not included</li> <li>▪ Improper format/Placement of address/No postal code or improper placement thereof</li> </ul>	-1/2 -2
<b>FORMAT</b>	
<i>Minor.</i> Consistency of style, format, and punctuation/Improper setup/Missing reference initials/Missing enclosure notation <i>Major.</i> Incomplete/missing element	-2 -5/-10
<b>GRAMMAR</b>	
Subject and verb agreement/Run-on/Incomplete sentence	-2
<b>MAILABILITY</b>	
Unmailable, e.g. mathematical error, key component missed, etc.	-5
<b>MAJOR ERROR</b>	
Missed line, sentence, or paragraph (or part thereof)	-10
<b>NUMBERS</b>	
Incorrect number usage	-2
<b>POSSESSIVES</b>	
Errors in forming possessives	-2
<b>PROOFREADING</b>	
All proofreading errors	-5
<b>PUNCTUATION</b>	
<ul style="list-style-type: none"> <li>▪ Period, Question Mark, Exclamation Point, Comma, Semicolon, Colon, Dash, Hyphen, Parentheses, Quotation marks, Italics, Underline, Bold, Other Marks of Punctuation, Word Division</li> <li>▪ Punctuation left off at the end of a sentence</li> </ul>	-1/2 -5

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<b>SPACING</b>	
Vertical and horizontal spacing	-2
<b>SPELLING/VOCABULARY/SPELL CHECK</b>	
Words misspelled/Errors in vocabulary (e.g. to/too/two)/Forming plurals	-5

\*Marks deducted for each occurrence unless the error is repeated throughout the document.  
August 2008

Updated: