

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



**COURSE OUTLINE**

**COURSE TITLE:** ADMINISTRATIVE OFFICE SIMULATION III

**CODE NO. :** OAD205 **MODULE:** SEVEN

**PROGRAM:** OFFICE ADMINISTRATION

**AUTHOR:** ROSEMARY LeBLANC

**DATE:** MAY 2010 **PREVIOUS OUTLINE DATED:** MAY 2009

**APPROVED:**

	_____	_____
	CHAIR	DATE
<b>TOTAL CREDITS:</b>	3	

**PREREQUISITE(S):** COM116, OAD101, OAD108, OAD109, COM400,

**HOURS/WEEK:** 6 FOR 7 WEEKS

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*School of Business, Hospitality and Academic Upgrading*  
*(705) 759-2554, Ext. 2754*

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**I. COURSE DESCRIPTION:**

This course is designed to provide the Office Administration student an opportunity to put into practice the skills acquired in word processing, spreadsheet, and database editing and creation. The student will learn how to understand and follow directions, prioritize work and complete projects within time constraints by “working smarter”. The course offers a simulation, which has been designed for students who have had extensive training in the use of an office suite of programs.

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

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

1. Apply proofreading skills to detect errors in office documents, and use standard revision symbols to make needed changes.

Potential Elements of the Proofreading Performance:

- Proofread for and correct errors in business documents
- Modify documents based on the proofreading symbols indicated
- Identify errors in business format
- Identify capitalization, spelling, and transposition errors
- Identify errors in plurals and possessives
- Apply correct usage of commas, punctuation, and grammar in business documents
- Correct inconsistencies

*This Proofreading module will constitute approximately 10 percent of the course grade and will be used in all modules.*

2. Apply problem solving skills to produce accurate, computer-generated business documents and reports, by a specified deadline, by processing text and numeric information to reinforce acquired technical skills for an office setting.

A. Potential Elements of the Performance for Word Processing:

- Creating and editing text—simple edits, as well as move, cut, copy, and paste
- Working with tables
- Creating and using graphics images in documents

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- Adjusting font face and font size
- Working with automatic bullets and outlining
- Creating templates or forms and using them repeatedly
- Using merge
- Creating envelopes
- Using form fill, stop codes, or keyboard merge
- Formatting long documents—end-of-page control, page numbering, headers and footers, footnotes, etc.
- Using the software's database feature to prepare and rearrange lists automatically
- Performing calculations
- Creating labels, brochures and other special documents
- Using the spell check feature
- Composing, editing, and producing general correspondence
- Manage files, utilizing folders

*This Word Processing module will constitute approximately 45 percent of the course grade.*

B. Potential Elements of the Performance for Spreadsheets:

- Add data to existing spreadsheet
- Insert formulas into new and existing worksheets
- Format spreadsheets (general layout)
- Format cells within the sheet

*This Spreadsheet Formatting module will constitute approximately 20 percent of the course grade.*

C. Potential Elements of the Performance for Database:

- Insert and edit data within an existing database
- Add new tables to an existing database
- Create a new database
- Use a database to create queries, forms and reports
- Format reports

*This Database Formatting module will constitute approximately 20 percent of the course grade.*

3. Organize paper and electronic documentation according to directions in a timely manner. Maintain a document priority summary sheet and complete document routing slips.

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Potential Elements of the Performance:

- Review the work to be completed daily and prioritize all tasks
- Print all required documents
- Save electronic versions of output
- Attach routing slips to direct work to others
- Organize paper output in a file system

*This organizational performance will constitute 5 percent of the course grade.*

**III. TOPICS:**

**Note:** These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in this order.

1. Developing Proofreading Skills.  
(formatting, capitalization, spelling, punctuation, grammar, consistency, proofreading symbols)
2. Using Word Processing, Spreadsheet, and Database Software for Windows as it relates to a Modern Office.
3. Applying Document Formatting for the Office.
4. Completing Generic Office Simulation for Word Processing, Spreadsheets, and Database.
5. Setting priorities for daily work.
6. Completion of supporting documents (routing slips, copies, and envelopes)

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

OAD205 – Administrative Office Simulation III, Published by Thomson Nelson Publishing.

Manila file folders (2) – letter size

**USB storage device**

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**V. EVALUATION PROCESS/GRADING SYSTEM:**

Two Tests:

Test #1 – (Days 1 & 2 test)	<b>45%</b>
Test #2 – (Days 3 & 4 test)	<b>45%</b>
Daily Work for Simulation (including priority skills)	<b>10%</b>
<b>TOTAL</b>	<b>100%</b>

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

<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/clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

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VI. SPECIAL NOTES:

1. 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.

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.

3. Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

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

4. Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

5. 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.

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6. Plagiarism:  
Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.
  
7. Student Portal:  
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.
  
8. Electronic Devices in the Classroom:  
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

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9. Attendance:  
Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.
10. Tuition Default:  
Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *November* will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.
11. Respect:  
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
12. 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 to replace EITHER the **lowest failed** OR **one missed test** provided the student has attended a minimum of 75% of the classes and completed 100% of the assignments.
13. An electronic version of data, labeled with the student's, professor's, and the course names **MUST** be available with each assignment. At the professor's discretion, disks will be checked. Students are advised to maintain at **LEAST** one backup of all files. A lost or damaged storage device will not be an acceptable reason for a late or incomplete assignment.



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14. It is expected that 100 percent of classroom work be completed and submitted on time. A late assignment with an attached Extension form will be accepted if submitted within 72 hours of the due date and time. Twenty-five percent per day late, will be deducted from late/incomplete assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.
15. All work must be labeled with the student's name and the project information on each page. All work must be submitted in a labeled folder complete with electronic files.
16. 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. electronic files on CD or memory stick, pencil, pen, etc.).
17. Proofreading is an integral part of this course. Marks will be deducted for all proofreading and spelling errors. Refer to departmental grading scheme.
18. Regular attendance is expected so the professor can observe work and provide guidance as necessary. This course requires that the student take notes regarding work to be completed. These directions are given during class.
19. 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.