SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT COLLEGE

COURSE OUTLINE

COURSE TITLE:	**ADMINISTRATIVE OFFICE SIMULATION III**		
CODE NO. :	OAD205	**SEMESTER:**	**THREE**
		MODULE:	**SIX**
PROGRAM:	OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)		
AUTHOR:	SHEREE WRIGHT		

DATE:	JUNE 2011	**PREVIOUS OUTLINE DATED:**	NOVEMBER 2010
APPROVED:		"Penny Perrier"	June/11
		_____ CHAIR	_____ DATE

TOTAL CREDITS: 3

PREREQUISITE(S): OAD111, OAD108, OAD101, OAD109, OAD300

HOURS/WEEK: 6 HOURS/WEEK FOR 7 WEEKS

I.   COURSE DESCRIPTION:

This course is designed to provide Office Administration students with an opportunity to integrate their word processing, spreadsheet, and database skills. Students will organize unfamiliar material, follow oral and written directions, prioritize work, and complete office tasks within time constraints by working efficiently. The course offers a simulation that 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 formats
- Identify capitalization, spelling, word usage, and transposition errors
- Identify errors in plurals and possessives
- Apply correct usage of commas, punctuation, and grammar in business documents
- Correct inconsistencies

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:

- Create and edit text—simple edits, as well as move, cut, copy, and paste
- Design and work with tables
- Create and use graphics images in documents
- Adjust font face and font size
- Use automatic bullets and outlining
- Compose, edit, and produce general correspondence including

business letters, memos, and reports
- Create labels, brochures, newsletters, and other special documents using desktop publishing techniques
- Use merge features
- Generate envelopes
- Create templates/forms and use them repeatedly
- Format long documents—using end-of-page control, page numbering, headers and footers, footnotes, etc.
- Use the software's database feature to prepare and rearrange lists automatically
- Perform calculations
- Use the spell check feature
- Manage files; utilize folders

B. <u>Potential Elements of the Performance for Spreadsheets:</u>

- Create new spreadsheets (including formula creation)
- Modify existing spreadsheets
- Format spreadsheets attractively (general layout)
- Incorporate charts/graphs into documentation
- Format cells consistently within the worksheet and following recognized formats/accounting styles

C. <u>Potential Elements of the Performance for Database:</u>

- 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

3. Organize, prepare, and process paper and electronic documentation following oral and written directions in a timely manner. Maintain a document priority summary sheet and complete document routing slips.

    <u>Potential Elements of the Performance:</u>

- Prioritize tasks based on a thorough review of source documents
- Review written documentation and instructions to assist in the preparation and processing of documentation (referencing source documents such as e-mail messages, written notes, etc., as needed)
- Listen attentively to record and follow oral instructions to assist

with document preparation
- Print all required documents
- Save and organize electronic versions of output
- Attach routing slips to direct work to others
- Organize paper output in a file system

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, word usage, punctuation, grammar, consistency, proofreading symbols)

2.   Applying Document Formatting for the Office (letters, memos, reports, newsletters, news releases, envelopes, tables, etc.).

3.   Completing Generic Office Simulation Documentation Using Word Processing, Spreadsheets, and Database Software Efficiently.

4.   Setting Priorities for Daily Work.

5.   Completing Supporting Office Documentation (routing slips, copies, and envelopes)

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Excursions International, published by Thomson Nelson Publishing.

Manila file folders (2) – letter size

Two USB storage devices (one for daily work and one for tests**)**

V.   EVALUATION PROCESS/GRADING SYSTEM:

Two Tests:

Test #1 – (Days 1 & 2)	**45%**
Test #2 – (Days 3 & 4)	**45%**
Daily Work for Simulation (including priority skills)	**10%**
TOTAL	**100%**

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

Grade	Definition	Grade Point Equivalent
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.	

VI.   SPECIAL NOTES:

<u>**Attendance**</u>
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.

It is the student's responsibility to be familiar with the course outline and *Office Administration – Executive Student Manual*. These documents provide classroom policies that must be followed.

Students are expected to check college e-mail twice daily as a minimum to ensure timely communication of course information.

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. A study partner/group is invaluable for notes in the event of an unavoidable absence but must not be depended upon for frequent absences.

Students are expected to demonstrate respect for others in the class.

Classroom disturbances will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Meeting with the dean which may result in suspension or expulsion

Producing accurate work is fundamental to this course. Marks will be deducted for inaccuracies.

Keyboarding proficiency is an integral component of the Office Administration – Executive program. Students who are unable to keyboard with touch type techniques should be practising their skills on a daily basis. *All the Right Type* typing tutor software is located in the E-wing computer labs and in the Learning Centre. Visit http://www.ingenuityworks.com/ for more information on purchasing All the Right Type for home use.

It is expected that 100 percent of classroom work be completed as preparation for the tests. All work must be labeled with the student's name and the project information on each page. Printed work must be submitted in a labeled folder complete with a memory stick/CD housed in a secure plastic CD pocket. The college network drive (S:\MyDocuments) should be used as the primary workspace. Students are responsible for maintaining back-ups of all completed files using either a memory stick (USB) or CD.

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/incomplete assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

Students are expected to be present to write all tests during regularly scheduled classes. During tests, students are expected to keep their eyes on their own work. Academic dishonesty will result in a grade of zero (0) on the test for all involved parties. A missed test will receive a zero (0) grade.

Students must ensure that they have the appropriate tools to do the test.

Test papers may be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student must return all test papers to the professor who will keep them on file for two 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 date test papers are returned in class.

For those students who have

- attended 75 percent of classes,
- completed all required course work, and
- failed the course or missed one test,

a supplementary test will be administered at the end of the module. The mark achieved on the supplemental will replace the lowest test for the final grade calculation. In exceptional circumstances, the department will review the application of this policy on an individual basis. Supporting documentation may be required.

An appropriately labelled USB/CD containing completed daily work MUST be available with the test if requested by the professor.

VII.   COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.