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Course Name

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Code No.**I. COURSE DESCRIPTION:**

The OAD203 course is designed to provide students with the strategies and organizational skills needed to plan, organize, and administer conferences, meetings, and special events, including the preparation of related documentation. As part of the learning activities, students will organize, host, and participate in out-of-class events. Participation and attendance, both in class and at event planning meetings, are essential elements of this course. Students will also develop minute-taking techniques needed to prepare effective minutes.

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

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

1. Apply organizational/project management techniques to organize meetings, conferences, and special events, including the preparation of related documentation.

Potential Elements of the Performance:

- Research requirements for meetings, conferences, and special events.
- Organize appropriate facilities, equipment, services, and supplies.
- Coordinate arrangements and office activities associated with advance publicity and registration for an event, including preparation of brochures, fliers, notices, etc.
- Prepare documentation to support meetings, conferences, and special events, including letters of confirmation, thank-you letters, agendas, programs, name tags, budget summaries, etc.
- Display teamwork skills by attending and participating in all regularly scheduled classes, as well as those classes, meetings, and events scheduled outside of class.

2. Apply minute-taking techniques to organize formal and informal meetings and prepare accurate minutes for a variety of meeting formats.

Potential Elements of the Performance:

- Identify types of organizational and operational meetings and describe reasons why organizations hold meetings.
- Outline the roles and duties of the chair, minute taker and meeting participants.
- Prepare agendas and notices of meetings.

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- Describe the role of the minute taker, before the meeting, at the meeting, and following the meeting.
- Explain what types of information must be recorded in minutes.
- Prepare minutes based on a formal in-class meeting and informal team meetings.

**III. TOPICS:**

1. Conference Planning Strategies/Organizing Student Function(s)
2. Minute-taking Techniques

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

1. CD-RW or memory stick
2. File folders – 8 ½" X 11" – (letterhead size only) and file labels.
3. *The Gregg Reference Manual*
4. *Oxford Canadian Dictionary*

**V. EVALUATION PROCESS/GRADING SYSTEM:*****Minute-taking (Assignments)***

Students will be evaluated on their ability to prepare accurate “formal” (in-class) minutes as well as “informal” (team) minutes in an acceptable format. **(20%)**

- 15% - Formal Minutes
- 5% - Informal/Action-style Minutes

**Conference Planning Techniques/Planning Student Function(s)*****Class Participation/Commitment/Attendance/Teamwork* **(40%)****

- 20% - attendance at events
- 10% - attendance in class
- 5% - peer-based evaluation of teamwork and participation
- 5% - faculty-based evaluation of teamwork and participation

Participation, attendance, contribution, effort, and feedback are essential elements of event planning. To develop teamwork skills, it is important that students actively participate in all classes. Participation includes:

- attending all regularly scheduled classes, as well as any classes, group meetings, student functions, tours/presentations, etc. scheduled outside of regular class hours

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- arriving on time and prepared
- actively participating in, and contributing to, the class or group discussions and/or activities
- listening to others
- remaining attentive
- staying focused and on track
- making commitments to perform tasks
- completing a fair share of the work
- following through and completing assigned tasks
- acting in a cooperative manner
- helping promote a climate of trust and mutual respect
- handling conflicts in an open and constructive fashion
- exhibiting positive body language
- displaying respect for others

Students will be allowed **one missed class hour** before a 2 percent penalty per **missed class hour** will be enforced.

**Note:** Attendance at all scheduled class functions/events represents 20 percent of the final grade. Students who miss more than one scheduled event will receive an automatic grade of 0 out of 20 for the *event participation/attendance* component of the course.

***Preparation of Meeting Documentation*** (25%)

Depending on the event format, meeting documentation could include preparation of event notices, programs, fliers, summary reports, thank-you letters, etc. Event documentation and meeting minutes will be graded according to the Office Administration Detailed Grading Scheme, which is attached.

- 15% - Flier/Event Notice
- 10% - Event Evaluation

***Event Format***

The event itself will be evaluated on its overall effectiveness, which would include such elements as timing, adherence to budget, attainment of goals and objectives, team involvement and participation, etc.

This mark is assigned to the group as a whole. **15%**

Field trips and guest speakers may be arranged to complement classroom learning. Attendance is imperative when a guest speaker or field trip is scheduled.

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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% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject areas.	
U	Unsatisfactory achievement in field/ clinical placement or non-graded subject areas.	
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:

### 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.

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.

By considering the college environment as their workplace for the duration of the program, students will have a standard of performance to meet and will practise the day-to-day skills required to be successful in the work world.

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These skills include:

- arriving and leaving class on time
- calling in/e-mailing when not in attendance
- checking college e-mail twice daily as a minimum
- following classroom rules and procedures
- demonstrating appropriate manners and etiquette
- listening attentively when the class is being addressed
- demonstrating respect for others at all times
- focusing on the work at hand
- organizing paperwork and keeping track of deadlines
- producing accurate, mailable documents
- being responsible for your own work

Failure to follow program policies will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Removal from the classroom and meeting with professor
- Meeting with the dean which may result in suspension or expulsion from the course/program

The Student Code of Conduct (found on the portal) provides guidelines and disciplinary procedures for the college community. Academic dishonesty as defined in the Student Code of Conduct will result in a zero grade for all involved parties.

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.

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.

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It is expected that 100 percent of classroom work be completed. All work must be labeled with the student's name and the project information on each page. 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.

All requested assignments must be submitted in a labeled folder complete with a plastic USB/CD pocket. All work must be labeled with the student's name and the project information on each page.

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

Producing accurate work is fundamental to this course. Marks will be deducted for all proofreading, grammar, and spelling errors. Refer to the attached departmental grading scheme.

## VII. COURSE OUTLINE ADDENDUM:

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.

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

5. Communication:

The College considers ***Desire2Learn (D2L)*** 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 this Learning Management System (LMS) communication tool.

6. Academic Dishonesty:

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/program, 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.

7. 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 (fall semester courses), first week of March (winter semester courses) or first week of June (summer semester courses) will be removed from placement and clinical activities due to liability issues. 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.



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8. 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>.

9. Recording 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.

**OFFICE ADMINISTRATION DETAILED GRADING SHEET – 2013/2014**

<b>ABBREVIATIONS</b>	
Failure to abbreviate properly, e.g. Ontario/ON, Street/St.	-2
<b>APPEARANCE</b>	
Improperly assembled documentation, e.g. pages out of order, pages upside down	-2
<b>CAPITALIZATION</b>	
<ul style="list-style-type: none"> <li>▪ Failure to capitalize less obvious words, e.g. the Great Depression</li> <li>▪ Failure to capitalize the first word in a sentence or obvious proper nouns, e.g. Wawa, Robert Kline</li> </ul>	-1/2 -5
<b>COMPOUND WORDS</b> (use the program-approved dictionary to verify spelling)	
<ul style="list-style-type: none"> <li>▪ Incorrectly formed compound nouns/verbs that follow no regular pattern, e.g. courtyard, court order, layoff, to lay off, court-martialled, over-prescribe)</li> <li>▪ Incorrectly formed words that can be written as one or two words, e.g. anyone/any one, awhile/a while, already/all ready)</li> <li>▪ Incorrectly formed compound adjectives/adverbs, e.g. an actor who is well known/a well-known actor, part-time worker, go partway)</li> </ul>	-2 -2 -1/2
<b>ENVELOPES</b>	
<ul style="list-style-type: none"> <li>▪ Improper use of case/Forgetting to use street abbreviations/Missing author's name</li> <li>▪ Improper format/Incorrect placement of address/Missing or improperly placed postal codes</li> </ul>	-1/2 -2
<b>FORMAT</b>	
Inconsistency of document style, format, and punctuation/Improper set-up/Missing reference initials/Missing or incorrect notations, e.g. Enclosure, Confidential, Copy, Attention, etc.	-2
<b>GRAMMAR</b>	
Errors in subject and verb agreement/Run-on sentences/Incomplete sentences	-2
<b>MAILABILITY</b>	
Errors in mathematical calculations or missing key elements, e.g. headings, lines, sentences, or paragraphs	-5/-10
<b>NUMBERS</b>	
Incorrect number usage	-2
<b>PLURALS</b>	
Errors in forming plurals, e.g. child/children, home/homes	-5
<b>POSSESSIVES</b>	
Errors in forming possessives	-2
<b>PUNCTUATION</b>	
<ul style="list-style-type: none"> <li>▪ Errors in the use of punctuation marks: period, question mark, exclamation mark, comma, semicolon, colon, em/en dash, hyphen, parentheses, quotation marks, etc.</li> <li>▪ Errors in the use of font styles: italics, underline, bold, etc.</li> <li>▪ Missing end-of-sentence punctuation</li> </ul>	-1/2 -1/2 -5
<b>SPACING</b>	
Errors in vertical and horizontal spacing	-2
<b>SPELLING/VOCABULARY</b>	
<ul style="list-style-type: none"> <li>• Incorrectly spelled words, e.g. receipt/reciept</li> <li>• Incorrectly typed words (typographical errors), e.g. teh, buter</li> <li>• Errors in word usage, e.g. to/too/two, site/sight/cite</li> </ul>	-5

\*Marks deducted for each occurrence unless the error is repeated consistently throughout the document. Updated: 2014-08-21