COURSE OUTLINE

OAD209

Prepared: Sheree Wright and Amy Peltonen   Approved: Sherri Smith

Course Code: Title	OAD209: ADMINISTRATIVE OFFICE SIMULATION
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Semester/Term:	18S
Course Description:	The OAD209 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, Access, and Internet Explorer). The ability to organize, process, and respond to oral and written (paper/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.
Total Credits:	4
Hours/Week:	9
Total Hours:	63
Prerequisites:	OAD108, OAD109, OAD115, OAD125
This course is a pre-requisite for:	OAD303
Vocational Learning Outcomes (VLO's): **Please refer to program web page for a complete listing of program outcomes where applicable.**	#1. Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics. #2. Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities. #3. Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information. #5. Evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records. #6. Produce financial documents and reports by identifying and compiling relevant information and using accounting software. #7. Prepare and produce a variety of business documents using available technologies and applying industry standards.

COURSE OUTLINE

OAD209

Prepared: Sheree Wright and Amy Peltonen   Approved: Sherri Smith

	#11. Organize and coordinate meetings, conferences, special events and make travel arrangements, including the preparation of related documentation. #12. Support the implementation of projects by applying basic principles of project management.
Essential Employability Skills (EES):	#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. #2. Respond to written, spoken, or visual messages in a manner that ensures effective communication. #3. Execute mathematical operations accurately. #4. Apply a systematic approach to solve problems. #5. Use a variety of thinking skills to anticipate and solve problems. #6. Locate, select, organize, and document information using appropriate technology and information systems. #7. Analyze, evaluate, and apply relevant information from a variety of sources. #10. Manage the use of time and other resources to complete projects. #11. Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D
Other Course Evaluation & Assessment Requirements:	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.
Evaluation Process and Grading System:	(see table below)
Books and Required Resources:	Working Papers - Intertech Executive Secretary Simulation by Frances McNeil and edited by Sheree Wright Publisher: Sault College Campus Shop ISBN: N/A The Gregg Reference Manual by Sabin et al Publisher: McGraw-Hill Edition: 9 ISBN: 9780071051156 Canadian Edition

Evaluation Type	Evaluation Weight
Daily Work (completion of six in-baskets)	10%
Test 1 (In-baskets 1, 2, and 3)	45%
Test 2 (In-baskets 4, 5, and 6)	45%

COURSE OUTLINE

OAD209

Prepared: Sheree Wright and Amy Peltonen   Approved: Sherri Smith

	Student`s Oxford Canadian Dictionary by Guffey and Burke Publisher: Oxford Press Edition: 2 ISBN: 9780195427158 Office Administration Style Manual ISBN: N/A Provided by faculty
Course Outcomes and Learning Objectives:	**Course Outcome 1.** Apply time management and organizational skills to facilitate the completion of tasks and meet deadlines in the workplace. **Learning Objectives 1.** • Analyze and prioritize tasks based on a thorough review of source documents. • Coordinate long-range projects. • Design and implement a work plan. • Meet deadlines. • Use calendar and reminder systems. • Coordinate, record, and communicate appointment arrangements. • Use Windows 7 to manage electronic files utilizing folders. • Organize paper output using an appropriate file system. **Course Outcome 2.** Organize, process, and respond to paper and electronic communications to facilitate the flow of information in the workplace. **Learning Objectives 2.** • Listen attentively to follow and record oral instructions to assist with document preparation. • Use correct business terminology. • Analyze written communications received through manual and electronic communication systems and determine appropriate action. • Design and complete a variety of business forms to record communications and support

COURSE OUTLINE

OAD209

Prepared: Sheree Wright and Amy Peltonen   Approved: Sherri Smith

the flow of information.
- Draft replies to routine correspondence.
- Compose clear and concise messages.
- Prepare internal and external communications for distribution.

Course Outcome 3.

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

Learning Objectives 3.

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

Course Outcome 4.

Integrate application software (Word, Excel, and Access) to produce accurate, organized business documents within a specified time frame.

Learning Objectives 4.

- 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 and incorporate desktop publishing techniques to design seminar brochures, newsletters, and announcements.
- Utilize the "merging" function to generate correspondence, envelopes, and labels.
- Prepare tables containing statistical information.
- Prepare graphs and charts.
- Design forms.
- Create, edit, and update databases.
- Generate database queries and reports, print reports using different paper sizes.

COURSE OUTLINE

OAD209

Prepared: Sheree Wright and Amy Peltonen   Approved: Sherri Smith

Course Outcome 5.

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

Learning Objectives 5.

- 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 requisitions, supply requisitions, travel expense statements, and purchase orders.

Course Outcome 6.

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

Learning Objectives 6.

- 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 agendas, minutes, travel expense statements, seminar registration forms, announcements, programs, speaker confirmations, itineraries, etc.

Date: Wednesday, August 30, 2017

Please refer to the course outline addendum on the Learning Management System for further information.