

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY
SAULT STE. MARIE, ONTARIO**



**SAULT
COLLEGE**

COURSE OUTLINE

COURSE TITLE: OFFICE SIMULATION

CODE NO.: OEL858

PROGRAM: OFFICE ASSISTANT CERTIFICATE

SEMESTER: Fall 2013

TOTAL CREDITS: 4.0

HOURS/WEEKS: 60 hours / 14 weeks

PREREQUISITE(S): Introductory Word Specialist, Excel Specialist, and Office Technology and Procedures. Familiarity with Outlook, Level 1 and internet browsing is also required.

AUTHOR: Debbie Sanche

DATE: May 2013

APPROVED: Laurie Poirier

CHAIR

DATE

Copyright ©2013 The Sault College of Applied Arts & Technology
Reproduction of this document by any means, in whole or in part, without prior written permission of Sault College of Applied Arts & Technology is prohibited.

*For additional information, please contact Laurie Poirier, Chair
School of Continuing Education
(705) 759-2554, Ext. 2665*

I. COURSE DESCRIPTION:

This course is a capstone course of the Office Assistant Certificate program. Students will have an opportunity to integrate their word processing, spreadsheet and e-mail skills by completing a variety of office tasks. Students will prioritize work in order to complete tasks within time constraints.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Apply decision making and time management skills to produce accurate business documents in a timely fashion.

Potential Elements of the Performance:

- Create and edit text.
- Compose correspondence and e-mail messages.
- Prepare meeting agendas and minutes.
- Create forms, reports, charts, tables, marketing material, and newsletters.
- Manage schedules for equipment, bookings, meetings, and employees.
- Maintain customer data.
- Process customer payments.
- Manage financial documents.
- Plan travel arrangements.

2. Apply records management techniques:

Potential Elements of the Performance:

- Index, code, sort, store, and retrieve incoming and outgoing correspondence using the alphabetic classification system.
- Maintain file management systems.
- Manage electronic records.
- Create and practice backup techniques.

III. TOPICS:

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

1. Developing Time Management Skills.
2. Applying Document Formatting for Office Documents using Word Processing and Spreadsheet Software.
3. Applying Records Management Techniques

Weekly Outline:

Week 1 – Introduction and Overview

Week 2 – Double N Adventures Company Policies and Procedures

Weeks 3 and 4 – Chapter 1, Monday

Weeks 5 and 6 – Chapter 2, Tuesday

Weeks 7 and 8 – Chapter 3, Wednesday

Weeks 9 and 10 – Chapter 4, Thursday
Weeks 11 and 12 – Chapter 5, Friday
Weeks 13 and 14 – Records Management and Course Wrap-Up

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Double N Adventures: A Complete Office Simulation, 1st Edition. Author: Roxane L. Rowsell. Publisher: Nelson Education. Print: ISBN-10 0-17-650209-2, ISBN-13 978-0-17-650209-6. e-Book is available at www.nelsonbrain.com.

Administrative Professional: Procedures and Skills, 2nd Canadian Edition (*Chapter 2: Managing and Organizing Yourself and Chapter 11: Managing Records*). Authors: Patsy Fulton-Calkins and Diane Blaney. Publisher: Nelson Education. (Note: This is the same text required for the course, OEL140 - Office Technology and Procedures.)

Textbooks can be purchased at: www.textnet.ca.

V. EVALUATION PROCESS/GRADING SYSTEM:

Discussions/Participation: 5 x 2% = 10%
Assignments: 5 x 15% = 75% (*based on Double N Adventures daily tasks*)
Assignment: 1 x 15% (*Records Management office simulation*)

TOTAL: 100%

Your registering college will determine your letter grade.

VI. SPECIAL NOTES:

1. If you are a student with a disability please identify your needs to the Ontario Learn Coordinator and the Centre for Students with Disabilities at your registering college.
2. Students, it is your responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.
3. 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.