



## EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A. Division:	<b>Instructional</b>	Date:	<b>September 2004</b>
B. Department / Program Area	<b>Commerce &amp; Business Admin. Office Administration</b>	New Course	<input type="checkbox"/> Revision <input checked="" type="checkbox"/>
		If Revision, Section(s) Revised	<b>C, H, I, J, P</b>
		Date of Previous Revision:	<b>2003-09</b>
		Date of Current Revision:	<b>2004-09</b>

**C: OADM**

	Descriptive Title	Semester Credits						
<b>F:</b> Calendar Description: <b>This course addresses the role and responsibilities of the Administrative Assistant. Students will gain knowledge and practical experience in topics such as locating, selecting, organizing, presenting, and distributing information; creating and using policy manuals; managing records; organizing meetings and conferences; managing projects; making travel arrangements; managing office supplies and equipment; and supervising other employees. Office layout, ergonomics, and health and safety issues will also be addressed. This is a “hands-on” course in which students will integrate computer, document formatting, and communication skills with knowledge of administrative processes.</b>								
<b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings  Primary Methods of Instructional Delivery and/or Learning Set   <div style="text-align: right;">ptor)</div> <b>Lecture: 2 Hours</b> <b>Seminar: 2 Hours</b>  Number of Weeks per Semester:  <b>15 weeks x 4 hours per week = 60 hours</b>	<b>H:</b> Course Prerequisites:  <b>English 11 with a grade of “C” or better or equivalent.</b>  <b>I:</b> Course Corequisites:  <b>OADM 1240 and OADM 1256</b>  <b>J:</b> Course for which this Course is a Prerequisite  <b>OADM 1401</b>  <b>K:</b> Maximum Class Size:  <b>30</b>							
<b>L: PLEASE INDICATE:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; text-align: center;"><input type="checkbox"/></td> <td>Non-Credit</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>College Credit Transfer:</td> </tr> </table> <p style="text-align: center;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a>)</p>			<input type="checkbox"/>	Non-Credit	<input checked="" type="checkbox"/>	College Credit Non-Transfer	<input type="checkbox"/>	College Credit Transfer:
<input type="checkbox"/>	Non-Credit							
<input checked="" type="checkbox"/>	College Credit Non-Transfer							
<input type="checkbox"/>	College Credit Transfer:							

**M:** Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to

1.

**Module 4 – Procedures Manuals**

- Using procedures manuals
- Preparing procedures manuals

**Module 5 – Information Management**

- Organizing information management systems
- Paper filing procedures – reviewing, indexi

**O:**