



SEPTEMBER 2003
CURRICULUM GUIDELINES

A.	Division:	Instructional	Date:	September 2003
B.	Department / Program Area	Commerce & Business Admin. Office Administration	New Course	T4 1 Tf10.02 0 0 10.02 87EEE 8in000696

M: Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to

1. Clearly understand and articulate the developing role of the Administrative Assistant.
2. Research, evaluate, organize, cite, and present information in appropriate business formats.
3. Coordinate systems for the distribution of information, internally and externally.
4. Create and use procedures manuals.
5. Set up and use records management systems.
6. Plan, implement, and coordinate multifaceted projects.
7. Plan, organi

O:	<p>Methods of Instruction</p> <p>Students will learn through short lectures, research, self-study, videos, class discussions, small group discussions, and completion of both individual and team projects. Application of computer skills will be required.</p>
P:	<p>Textbooks and Materials to be Purchased by Students</p> <p>Kilgour, Lauralee et al. <u>Administrative Procedures for the Canadian Office</u>, Latest Edition. Toronto: Prentice Hall Canada Inc.</p> <p>Bergmann, Diana et al. <u>OADM 345 Information and Assessment Package</u>, Latest Edition. Douglas College.</p>

Q: Means of Assessment

- Project 1 (Office Procedures Manual) 25%
- Project 2 (Team Project on Seminar and Travel Planning) 25%
- Project 3 (Team Project on Office E[s86.14 718.08 0.72 -2 Tw 12.30cEEMC/P t61 10.ayr)5()0017i%