**Douglas College**

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|---|---|---|---|---|---|
| **A.** | Division: | **Instructional** | Date: | **September 2004** | |
| **B.** | Department / Program Area | **Commerce & Business Admin. Office Administration** | New Course | Revision | **X** |

If Revision, Section(s) Revised **C, H, I, J, P**

Date of Previous Revision: **2003-09**
Date of Current Revision: **2004-09**

**C:** **OADM**

| . | Descriptive Title | Semester Credits |
|---|---|---|

**F:** Calendar Description:
**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.**

**G:** Allocation of Contact Hours to Type of Instruction / Learning Settings

Primary Methods of Instructional Delivery and/or Learning Set

ptor)

**Lecture: 2 Hours**
**Seminar: 2 Hours**

Number of Weeks per Semester:

**15 weeks x 4 hours per week = 60 hours**

**H:** Course Prerequisites:

**English 11 with a grade of "C" or better or equivalent.**

**I:** Course Corequisites:

**OADM 1240 and OADM 1256**

**J:** Course for which this Course is a Prerequisite

**OADM 1401**

**K:** Maximum Class Size:

**30**

**L:** PLEASE INDICATE:

| | Non-Credit |
|---|---|
| **X** | College Credit Non-Transfer |
| | College Credit Transfer: |

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)

**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:**

**Date:  September 2004**