



EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A. Division:	Instructional	Date:	September 2004
B. Department / Program Area	Commerce & Business Admin. Office Administration	New Course	<input type="checkbox"/> Revision
			<input checked="" type="checkbox"/>
		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:	<p>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.</p>								
G: Allocation of Contact Hours to Type of Instruction / Learning Settings	H: Course Prerequisites:								
	English 11 with a grade of “C” or better or equivalent.								
	I: Course Corequisites:								
	OADM 1240 and OADM 1256								
<p style="text-align: right;">ptor)</p> <p>Lecture: 2 Hours Seminar: 2 Hours</p>	J: Course for which this Course is a Prerequisite								
	OADM 1401								
<p>Number of Weeks per Semester:</p> <p>15 weeks x 4 hours per week = 60 hours</p>	K: Maximum Class Size:								
	30								
L: PLEASE INDICATE:									
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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: