



EFFECTIVE: SEPTEMBER 2004
CURRICULUM GUIDELINES

A. Division: **Instructional** Date: **September 2004**
 B. Department / **Commerce & Business Admin.** New Course Revision
 Program Area **Office Administration**
 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 <p style="text-align: center;">ptor)</p> 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: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> 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: