COLLEGE OF
THE ROCKIES

OFAD-235 – Administrative Procedures 2

Technology

Effective Term & Year: Fall 2023
Course Outline Review Date: 2028-03-01

Program Area: Office Administration

Description:

OFAD 235 Administrative Procedures 2 introduces a variety of administrative functions including travel arrangements, written communications, meetings and conferences, and Internet research.

Program Information:

This course is required for the Office Administration Administrative Assistant Specialty Certificate.

Hours for this course: 75 hours to be completed over 5 weeks

Delivery Methods: Online

Credit Type: College of the Rockies Credits

Credits: 2.5

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	75
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	

Co-op/Work Experience	
Other	
Total	75

Course Requisites:

- Complete all of the following
    - Completed the following:
        - OFAD155 – Keyboarding 1 (1.5)
        - OFAD135 – Administrative Procedures 1 (2.5)
        - OFAD158 – Windows, Outlook, & File Management (1)
        - OFAD160 – Word Processing 1 (1.5)
    - OFAD 155 or current typing speed of 25 gwam

Flexible Assessment: No

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see https://www.bctransferguide.ca/ or https://transferalberta.alberta.ca . For more transfer credit information, please visit https://www.cotr.bc.ca/Transfer

All requests for course transfer credit from institutions in British Columba or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date, the following textbooks were in use:

Fulton-Calkins, Blaney (2016). *The Administrative Professional, Procedures and Skills,* Current Issue, Toronto, ON: Nelson Education

Please see the instructor's syllabus or check COTR's online text calculator https://textbook.cotr.bc.ca/ for a complete list of the currently required textbooks.

Learning Outcomes:

Upon the successful completion of this course, students should be able to

- understand the functions of an office computer, application software, and local area network;
- use word processing software to prepare confidential business documents;
  make travel arrangements: book flights, reserve accommodations, ensure correct documentation, and prepare an itinerary;
- prepare a travel fund advance and travel claim forms;
- arrange formal and informal meetings: and prepare related materials;
- compose, key, and circulate minutes of meetings;
- employ a variety of research techniques: utilizing libraries, directories, search engines, etc.;
- utilize appropriate communications including: verbal, non-verbal, listening skills and giving and receiving feedback;
- write and key effective business letters, emails, and manuscripts;
- complete work in a timely manner and on schedule; and
- take responsibility for attendance, absenteeism, and punctuality.

Course Topics:

- Reference sources
- Office technology
- Travel arrangements
- Meetings and conferences
- Business communication
- Professional development
- Leading with confidence
- Web based tools and security

See instructor's handout for the detailed outline of weekly readings, activities, and assignments.

Evaluation and Assessments

Assessment Type: Online

Assessment Type	% of Total Grade
Test 1 (Theory, Chapter 4)	15%
Test 2 (Theory & Practical, Chapter 6)	20%
Test 3 (Theory & Practical, Chapter 7)	15%
Test 4 (Theory & Practical, Chapter 13)	20%
Test 5 (Theory & Practical, Chapter 14)	20%
Test 6 (Chapter 17)	10%

Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=98	97-94	93-90	89-86	85-82	81-79	78-75	74-70			<70

Pass requirements: None

Evaluation Notes: A grade of "C" grants credit, but may not be sufficient as a prerequisite for sequential courses.

Evaluation Notes Comments:

Attendance is an important component of the course. Students are expected to complete this course within the scheduled course timeline. Failure to do so will result in an "F" grade. Extensions may be considered only if the student has demonstrated workplace appropriate responsibility for absence or delay throughout the course.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at https://cotr.bc.ca/about-us/college-policies/ and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Equivalent Course(s) and Course Code Changes

Prior Course Code: ABT 235

Date changed: September 2007

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.