

DEPARTMENT of BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2025

OA2000 (A3): Office Simulations – 3 (3-1-0) 60 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Janelle MacRae **PHONE:** 780-539-2215
OFFICE: C305 **E-MAIL:** jmacrae@nwpolytech.ca
Monday 1:00 PM – 2:30 PM and
OFFICE HOURS: Friday 10:00 AM to 11:30 AM – or by appointment

CALENDAR DESCRIPTION:

This course utilizes hands-on simulations that provide students an authentic learning experience putting into practice the skills needed to succeed in an office environment. The office simulation course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. Teamwork as well as the use of technical and communication skills will be emphasized with a major group project for which class time is allotted.

PREREQUISITES:

OA 1365 and OA 1215

REQUIRED TEXT/RESOURCE MATERIALS:

Berry, Duthie, & Miller. 2025. Administrative Assistant: Simulated Projects, Third Edition. Northrose Educational Resources. Whitby, ON: ISBN: 9781989941775

DELIVERY MODE:

A variety of active methodologies will be used to provide opportunities for active learning: participatory lectures, real and varied simulation situations, and teamwork.

LEARNING OUTCOMES:

Upon completion of this course, students will be able to:

- create and submit payroll information,
- create documents and handwritten notes
- prioritize, organize, and work towards different effective time management.
- edit and proofread accurately
- problem solve and critically think
- hone listening skills
- communicate clearly (written and verbal)
- operate office equipment, software, and resources
- apply business and personal ethics
- demonstrate professionalism and integrity
- demonstrate ethical accountability
- set priorities for effectiveness and efficiency
- make a substantial organizational and strategic contribution to the development of the Business Conference
- demonstrate effective teamwork skills through the organization of the Business Conference

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Professionalism:	15%
Simulation Project Work – Assignments and Quizzes:	30%
Real World Projects:	30%
Employability Final Project	25%

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic
1	Outline/Course Overview/Textbooks/MyClass Professionalism Simulation Intro: Working for Berry, Duthie & Miller Begin Simulation Project 1 – Domestic Travel
2	Simulation Project 1 – Domestic Travel Major Course Project: Business Conference Overview
3	Business Conference Preparations Minutes Preparation and Distribution
4	Business Conference Preparations Minutes Preparation and Distribution
5	Business Conference Preparations Simulation Project 3 – Spreadsheets and Reports
6	Business Conference Preparations Simulation Project 3 – Spreadsheets and Reports
7	WINTER BREAK
8	Business Conference Preparations Simulation Project 3 – Spreadsheets and Reports
9	Business Conference Preparations Simulation Project 3 – Spreadsheets and Reports
10	Business Conference Preparations Simulation Project 3 – Spreadsheets and Reports
11	Business Conference and follow up Week
12	Major Course Project: Business Conference Conclusion work Simulation Project 2 – Job Marketing Fair
13	Simulation Project 2 – Job Marketing Fair
14	Employability Final Project – Professional Portfolios Overview

STUDENT RESPONSIBILITIES:

Attendance: Students are expected to attend all scheduled lectures, arrive on time, and remain for the duration of the activities. Arriving late and leaving early is disruptive to the entire class. Frequent tardiness may be treated as an absence.

Email: Email is the preferred option to communicate with your instructor. Email correspondence to your instructor must be sent from your NWP student email account. Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

Due Dates: Work must be submitted to MyClass and/or the instructor by the due date and time given. No lates will be accepted.

The final project in this course will be due as scheduled by the Registrar's Office during final exam week.

NWP Policies: Students must read, understand and comply with Northwestern Polytechnic academic policies.

**Note: all Academic and Administrative policies are available at [NWP Policies | Northwestern Polytechnic \(nwpolytech.ca\)](https://www.nwpolytech.ca/about/administration/policies/index.html)

Please click on the following link to read the student Rights and Responsibilities Policy: <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.