

DEPARTMENT of BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2025

OA2000 (EC): 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

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61-120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

DELIVERY MODE:

Online - This type of course will be offered entirely online using Northwestern Polytechnic's learning management system: MyClass (D2L). There are no set class times and students attend remotely and asynchronously.

This is a paced online course, meaning there are weekly requirements that must be met.

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:

Simulation Project Work – Assignments and Quizzes:50%

Professionalism: 10%

Volunteerism/Real World Project Work 15%

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/Course Space & MyClass Real World Project/Volunteerism Overview Simulation Intro: Working for Berry, Duthie & Miller Begin Simulation Project 1 – Domestic Travel
2	Simulation Project 1 – Domestic Travel
3	Spreadsheets and Reports – Simulation Project 3
4	Spreadsheets and Reports – Simulation Project 3
5	Spreadsheets and Reports – Simulation Project 3
6	Meetings – Simulation Project 4
7	WINTER BREAK
8	Meetings – Simulation Project 4
9	Meetings – Simulation Project 4
10	Job Marketing Fair - Simulation Project 2
11	Job Marketing Fair - Simulation Project 2
12	Job Marketing Fair - Simulation Project 2
13	Volunteerism/Real World Project Report
14	Employability Final Project – Professional Portfolios Overview

STUDENT RESPONSIBILITIES:

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 \(nwpolytech.ca\)](http://www.nwpolytech.ca)

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.

Additional Information:

USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, "No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body." In addition, subsection 39(4) states, "A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner."

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

Consent to Store Personal Information Outside Canada

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.