

FACULTY INFORMATION

Name	Lisa Lawrence	Academic Chair:
Email	lisa.lawrence@nscc.ca	Anne McDonah
Phone	Email and Teams appointments	902-752-4828
Campus	Online	
Virtual Availability	8:30am to 4:30pm weekdays, or by request	

TEXTBOOK / RESOURCE REQUIREMENTS

The Administrative Professional Technology and Procedures	Rankin, D. Schumac, K. Turczyniak, E.	4th	Nelson	9780176883096
<i>Title</i>	<i>Author(s)</i>	<i>Edition</i>	<i>Publisher</i>	<i>ISBN</i>
Administrative Assistant Simulated Projects	Berry, L. Duthie, V. Miller, S.	2021	NorthRose	9781775388487
<i>Title</i>	<i>Author(s)</i>	<i>Edition</i>	<i>Publisher</i>	<i>ISBN</i>

To order textbooks visit <https://bookstore.nscc.ca/> Bookstore contact email: bookstore@nscc.ca.

SUPPLIES / ADDITIONAL RESOURCES

You will need access to a computer, internet, and writing materials. You will need to have Microsoft Word installed on your computer for creating documents. As a student of NSCC this is free by downloading Office 365. Access to Internet Search Engines, Brightspace are also needed to complete coursework. MindTap with Cengage Access card is not needed.

ASSESSMENT AND EVALUATION METHODS

A variety of informal and formal methods may be used for assessing and evaluating your learning, including but not limited to:

- Assignments
- Quizzes
- Office Simulation Tasks

Evaluation Scheme:

Assignments 8@ 10% each 80%

Quizzes 4@ 5% each 20%

Total 100%

Pass mark for this course is 60%.

Learners are required to successfully pass all the course learning outcomes in order to pass the course. The learning outcomes you must demonstrate for this course are:

1. Organize domestic and international business travel along with the completion of supporting documentation.
2. Maintain a record keeping system for electronic and paper records.
3. Apply office administration skills in a model office environment.
4. Describe how to operate basic office equipment and technology

TENTATIVE SCHEDULE

Because every learner is different, it is effective to align the pace, workload, and delivery strategy to strengths of the learners. In a creative learning environment, you should expect some variations from this tentative work plan as well as a variety of informal assessments throughout the course. **Assignments are due Sunday nights and quizzes are due Wednesday nights.**

Module	Topics/Description	Relevant Learning Outcome (s)	Value/Evaluation/ Due Dates (if applicable)
1 <i>Organizing Business Travel</i>	Quiz One: Chapter 12 – Travel Arrangements Assignment One: Domestic Travel (Project One) Assignment Two: International Travel (Project Six)	1	April 27 (5%) May 1 (10%) May 8 (10%)
2 <i>Record Keeping Systems</i>	Quiz Two: Chapter 10 – Records Management Assignment Three: Managing Filing Systems Assignment Four: Record Storage Methods	2	May 11 (5%) May 15 (10%) May 22 (10%)
3 <i>Model Office Skills</i>	Quiz Three: Chapter 11 – Meetings Assignment Five: Managing Meetings (Project Four) Assignment Six: MS Office Tasks (Project Two and Three)	3	May 25 (5%) May 29 (10%) June 5 (10%)
4 <i>Office Equipment & Technology</i>	Quiz Four: Chapter 14 – Becoming a Virtual Assistant Assignment Seven: Instructional PowerPoint Presentation Assignment Eight: Innovations in OA Technology	4	June 8 (5%) June 12 (10%) June 17(10%)

Late Submissions

Assessments and evaluations are to be handed in on or before the specified due date. All course work must be completed and submitted on or before the specified date. Otherwise, they will incur **a late penalty of 20% per calendar day**. Late assignments will not be accepted after assignments have been corrected and returned to other learners. Proof that the assignment was submitted by the due date will be required. Should you be unable to complete an evaluation, speak with your faculty **prior to the due date** about your options. Note that the Academic Chair approves late penalties.

Supplemental Evaluations

Students may be eligible to write supplemental evaluations however, not all courses are eligible for a course supplemental evaluation. Approval to exempt a course from eligibility for supplemental evaluation must be granted by the school Dean and the Director of Enrolment and Registrar. For more information speak with your faculty or Academic Chair.

ADDITIONAL INFORMATION

Inclusion and Integrity of the Learning Environment

We strive to ensure that equity, inclusion and social justice is the reality for all students, faculty and staff. We commit to provide a safe and respectful working and learning environment where differences are valued, expected and honored. Within this environment, students are required to demonstrate the values of respect, academic integrity and honesty.

To support these goals, we have the following policies:

- Respectful Community
- Student Code of Conduct
- Employee Code of Conduct

- Sexual Violence
- Academic Integrity
- Academic Accommodations
- Educational Equity

For more information, visit nscc.ca/about_nscc/policies_procedures

Appealing a Final Grade

NSCC is committed to a fair, transparent and timely approach to a student's right to challenge academic decisions and non-academic decisions that affect academic progress and standing.

If you feel your final grade is unreasonable, speak with your Faculty or Academic Chair about your concerns. If the issue is not resolved, you may pursue a formal appeal. Speak with your Student Services Advisor for more information on the [Student Appeals policy](#), procedures, and your eligibility.

Copyright

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Preparing for Learning

Your success in this course stems largely from your level of engagement and willingness to learn. Preparation, attendance, and participation are key factors in learning. If you feel overwhelmed, lost, or disengaged, speak with your faculty, Academic Chair, or Student Services Advisor about how we can help.

Student Supports

Student Services provides you with a wide range of supports. For more information, visit nscc.ca/services. For support with Brightspace contact the Technology Service Desk by visiting servicedesk.nscc.ca. Click *Create a Request* (Select "Brightspace (D2L)", then "Brightspace (D2L) Student Support"). Or, by phone, dial 902 491-6774 (press 4), or Toll-free: 1 877 491-6774 (press 4). For self-directed, how-to resources to aid in using Brightspace, visit the [Brightspace \(D2L\) Toolkit](#).

Key Links

College Regulations: nscc.ca/Admissions/college_regulations.asp

NSCC Policies and Procedures: nscc.ca/about_nscc/policies_procedures



Signature: Faculty

Lisa Lawrence

Name of Faculty Member

April 22, 2022

Date



Signature: Academic Chair, Manager Alternate
Delivery, or Dean's Designate

Anne McDonah

Name of Academic Chair, Manager Alternate
Delivery, or Dean's Designate

April 24, 2022

Date