SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: APPLIED OFFICE COMMUNICATIONS I

CODE NO. : OAD105   **MODULE:** ONE & TWO

PROGRAM: OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)

AUTHOR: LYNN DEE EASON

DATE: AUGUST 2006   **PREVIOUS OUTLINE DATED:** AUGUST 2005

APPROVED:

_____ _____
                 DEAN   **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S): NONE

HOURS/WEEK: 3 HOURS/14 WEEKS

I.   COURSE DESCRIPTION:

Effective use of language is a necessity for the office administration professional. Students will build their language skills by exploring reference options and learning the basic components of the complete sentence. The role of the individual parts of speech and the standard rules of punctuation, capitalization, and number usage will be studied. Students will learn to write concise, meaningful sentences and paragraphs using an appropriate business vocabulary. Proofreading/editing skills will be emphasized throughout the course.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1.   Identify and use correctly the dictionary and other reference materials (both paper-based and electronic).

Potential Elements of the Performance:
- Identify three types of dictionaries and their contents
- Use a dictionary confidently to determine spelling, meaning, pronunciation, syllabication, accent, work usage, and word history
- Access electronic dictionaries and reference materials
- Utilize The Gregg Reference Manual

This module will constitute approximately 5 percent of the course grade.

2.   Identify and use correctly the eight parts of speech.

Potential Elements of the Performance:
- Recognize nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections
- Recognize the function of each part in sentences
- Compose simple and complex sentences accurately in memos, e-mail messages, informational business letters, and short reports

This module will constitute approximately 65 percent of the course grade.

3. Utilize punctuation marks, numbers, and capitalization appropriately.

   Potential Elements of the Performance:
   - Identify the function of commas, semi-colons, colons, and other commonly used punctuation
   - Apply the rules of number usage and capitalization correctly

   This module will constitute approximately 25 percent of the course grade.

4. Apply proofreading and editing techniques to common business correspondence.

   Potential Elements of the Performance:
   - Identify the common proofreader marks used in editing
   - Find errors of grammar, punctuation, number usage, capitalization, and vocabulary in typical business documents

   This module will constitute approximately 5 percent of the course grade.

III. **TOPICS:**

   1. Reference Skills
   2. Nouns
   3. Verbs
   4. Adjectives and Adverbs
   5. Prepositions
   6. Conjunctions
   7. Commas
   8. Semicolons and Colons
   9. Capitalization
   10. Numbers
   11. Spelling and Vocabulary Skills

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Canadian Business English, 4th Edition by Mary Ellen Guffey and Patricia Burke. ISBN 0-17-617785-X

The Gregg Reference Manual, 7th Canadian Edition by Sabin et al. ISBN 0-07-087737-8

Three (3) file folders labeled with student name and course code.
Three (3) pre-formatted 3 ½" disks.
Mouse pad (optional but extremely desirable)

V. EVALUATION PROCESS/GRADING SYSTEM:

Final Grade:

Regular quizzes will be held throughout the course to test student progress.

Test #1	**15%**
Test #2	**15%**
Test #3	**15%**
Test #4	**15%**
Test #5	**15%**
Test #6	**15%**
Assignments	**10%**
TOTAL	**100%**

The following semester grades will be assigned to students in post-secondary courses:

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50-59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field/clinical	

	placement or non-graded subject areas.
U	Unsatisfactory achievement in field/ clinical placement or non-graded subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

VI.   SPECIAL NOTES:

Special Needs:
If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1101 or call Extension 2493 so that support services can be arranged for you.

Retention of course outlines:
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities*. Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:
The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Students are expected to demonstrate respect for others in the class. Classroom disturbances will be dealt with through an escalating procedure as follows:

- Verbal warning
- E-mail notification
- Meeting with the Dean

It is expected that 100 percent of classroom work be completed as preparation for the tests. All work must be labeled with the student's name and the project information on each page. Students are responsible for maintaining back-ups of all completed files.

Students are expected to be present to write all tests during regularly scheduled classes.

In the event of a failed course grade, a supplementary test will be administered at the end of the semester to those students who have attended 75 percent of classes and have completed the course work. The mark achieved on the supplemental will replace the lowest failed test for the final grade calculation.

Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the professor who will keep them on file for three weeks after the semester finish date. Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the test paper being returned.

Tests will not be "open book." Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen, etc.).

A disk labeled with the student's, professor's, and the course name MUST be available with the test if requested by the professor.

Proofreading is fundamental to this course. Marks will be deducted for inaccuracies.

Keyboarding proficiency is encouraged. Students who are unable to keyboard with a touch type technique are encouraged to use (or purchase) the *All the Right Type* typing tutor software located on the E-wing network and in The Learning Centre.

Regular attendance and participation is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.

It is the student's responsibility to be familiar with the course outline and department manual. Students are expected to check college email twice daily as a minimum.

VII.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor.

VIII.   DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.