



# COURSE OUTLINE

## OAD105

Prepared: Lynn Dee Eason and Amy Peltonen    Approved: Sherri Smith

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| <b>Course Code: Title</b>  | OAD105: APPLIED OFFICE COMMUNICATIONS I  |
| <b>Program Number: Name</b>  | 2086: OFFICE ADMIN-EXEC  |
| <b>Department:</b>   | OFFICE ADMINISTRATION  |
| <b>Semester/Term:</b>  | 17F  |
| <b>Course Description:</b>   | This course allows students to develop the high-level grammar skills necessary for the Office Administration profession. Students will gain an understanding of and appreciation for the correct usage of the English language through extensive practical application. The role of the individual parts of speech and the standard rules of grammar, syntax, punctuation, capitalization, and number usage will be studied. Students will learn to write concise, meaningful sentences using an appropriate business vocabulary. Proofreading, editing, and spelling skills will be emphasized throughout the course. |
| <b>Total Credits:</b>  | 3  |
| <b>Hours/Week:</b>   | 3  |
| <b>Total Hours:</b>  | 42   |
| <b>Substitutes:</b>  | OEL453   |
| <b>This course is a pre-requisite for:</b>   | CPE400, OAD104, OAD110, OAD127, OAD302   |
| <b>Vocational Learning Outcomes (VLO's):</b>   | #7. Prepare and produce a variety of business documents using available technologies and applying industry standards.  |
| <b>Essential Employability Skills (EES):</b>   | #1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.<br>#2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.<br>#5. Use a variety of thinking skills to anticipate and solve problems.<br>#10. Manage the use of time and other resources to complete projects.<br>#11. Take responsibility for ones own actions, decisions, and consequences.  |
| <small>Please refer to program web page for a complete listing of program outcomes where applicable.</small> |  |



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**Course Evaluation:** Passing Grade: 50%, D

**Evaluation Process and Grading System:**

| Evaluation Type           | Evaluation Weight |
|---------------------------|-------------------|
| Assignments/Participation | 10%               |
| Test 1                    | 15%               |
| Test 2                    | 15%               |
| Test 3                    | 15%               |
| Test 4                    | 15%               |
| Test 5                    | 15%               |
| Test 6                    | 15%               |

**Books and Required Resources:**

Canadian Business English by Mary Ellen Guffey, Carolyn M. Seefer, Patricia Burke, Cathy Witlox  
 Publisher: Nelson Education Edition: 7  
 ISBN: 978-0-17-658296-8

Student’s Oxford Canadian Dictionary by Katherine Barber (Editor-in-Chief, Canadian Dictionaries)  
 Publisher: Oxford University Press Edition: 2  
 ISBN: 978-0-19-542715-8

**Course Outcomes and Learning Objectives:**

**Course Outcome 1.**

Identify and use reference sources and materials, such as the dictionary, both paper-based and electronic.

**Learning Objectives 1.**

- Identify three types of dictionaries and their contents
- Use the program-adopted Oxford dictionary confidently to determine spelling, meaning, pronunciations, syllabication, accent, word usage, and word history
  - Access electronic dictionaries and reference materials

**Course Outcome 2.**



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Proofread and edit using a variety of techniques to common business correspondence.

### **Learning Objectives 2.**

- Identify common proofreader marks used in editing
- Find errors of spelling, grammar, punctuation, number usage, capitalization, and vocabulary in typical business documents

### **Course Outcome 3.**

Use correct grammar, syntax, spelling, and punctuation appropriately.

### **Learning Objectives 3.**

- Identify and use correctly the eight parts of speech:
  - o Recognize nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections
  - o Recognize the function of each part in sentences
    - Compose simple and complex sentences accurately
    - Utilize punctuation marks, numbers, and capitalization appropriately:
  - o Identify the function of commas, semi-colons, colons, and other commonly used punctuation
  - o Apply the rules of number usage and capitalization correctly

**Date:**

Wednesday, August 30, 2017

Please refer to the course outline addendum on the Learning Management System for further information.