



## COURSE OUTLINE: OAD105 - OFFICE COMMUNIC. I

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Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

<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>Semesters/Terms:</b>	18F
<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>Prerequisites:</b>	There are no pre-requisites for this course.
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>Substitutes:</b>	OEL453
<b>This course is a pre-requisite for:</b>	OAD110, OAD127, OAD302
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>2086 - OFFICE ADMIN-EXEC</b>
<b>Please refer to program web page for a complete listing of program outcomes where applicable.</b>	VLO 7 Prepare and produce a variety of business documents using available technologies and applying industry standards.
<b>Essential Employability Skills (EES) addressed in this course:</b>	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
<b>Course Evaluation:</b>	Passing Grade: 50%, D
<b>Books and Required Resources:</b>	Canadian Business English by Mary Ellen Guffey, Carolyn M. Seefer, Patricia Burke, Cathy Witlox Publisher: Nelson Education Edition: 7



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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:**

<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
1. Identify and use reference sources and materials, such as the dictionary, both paper-based and electronic.	1.1 Identify three types of dictionaries and their contents 1.2 Use the program-adopted Oxford dictionary confidently to determine spelling, meaning, pronunciations, syllabication, accent, word usage, and word history 1.3 Access electronic dictionaries and reference materials
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
2. Proofread and edit using a variety of techniques to common business correspondence.	2.1 Identify common proofreader marks used in editing 2.2 Find errors of spelling, grammar, punctuation, number usage, capitalization, and vocabulary in typical business documents
<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
3. Use correct grammar, syntax, spelling, and punctuation appropriately.	3.1 Identify and use correctly the eight parts of speech: nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections 3.2 Recognize the function of the eight parts of speech in sentences 3.3 Compose simple and complex sentences accurately 3.4 Identify the function of commas, semi-colons, colons, and other commonly used punctuation and utilize them appropriately 3.5 Apply the rules of number usage and capitalization correctly

**Evaluation Process and Grading System:**

<b>Evaluation Type</b>	<b>Evaluation Weight</b>	<b>Course Outcome Assessed</b>
Assignments/Participation	10%	
Test 1	15%	
Test 2	15%	
Test 3	15%	
Test 4	15%	
Test 5	15%	
Test 6	15%	

**Date:**

June 22, 2018

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

