COURSE OUTLINE: OAD105 - OFFICE COMMUNIC. I

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

Course Code: Title	OAD105: APPLIED OFFICE COMMUNICATIONS I
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Semesters/Terms:	19F
Course Description:	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.
Total Credits:	3
Hours/Week:	3
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Substitutes:	OEL453
This course is a pre-requisite for:	OAD110, OAD127, OAD302
Vocational Learning Outcomes (VLO's) addressed in this course: Please refer to program web page for a complete listing of program outcomes where applicable.	**2086 - OFFICE ADMIN-EXEC** VLO 1 Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics. VLO 7 Prepare and produce a variety of business documents using available technologies and applying industry standards.
Essential Employability Skills (EES) addressed in this course:	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 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D

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Books and Required Resources:	Canadian Business English by Mary Ellen Guffey, Carolyn M. Seefer, Patricia Burke, Cathy Witlox Publisher: Nelson Education Edition: 7 ISBN: 9780176582968 Student`s Oxford Canadian Dictionary by Katherine Barber (Editor-in-Chief, Canadian Dictionaries) Publisher: Oxford University Press Edition: 2 ISBN: 9780195427158

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
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

Course Outcome 2	Learning Objectives for Course Outcome 2
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

Course Outcome 3	Learning Objectives for Course Outcome 3
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:

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%

Date:	June 19, 2019
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.

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