



COURSE OUTLINE

OAD217

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

Course Code: Title	OAD217: INTEGRATED RESEARCH
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Semester/Term:	18S
Course Description:	Students will apply research skills to prepare appropriate recommendations with supporting documentation for the procurement of ergonomic office furniture and equipment as well as information technologies for the workplace. A design layout for the office workspace will also be developed using available design software (e.g., Visio). Full APA references will be required in the complex business reports generated in this course.
Total Credits:	3
Hours/Week:	6
Total Hours:	42
Prerequisites:	OAD110, OAD116, OAD118
This course is a pre-requisite for:	OAD303
Vocational Learning Outcomes (VLO's): Please refer to program web page for a complete listing of program outcomes where applicable.	<p>#1. Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics.</p> <p>#3. Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information.</p> <p>#7. Prepare and produce a variety of business documents using available technologies and applying industry standards.</p> <p>#9. Research, analyze and summarize information on resources and services and prepare summary reports with recommendations.</p> <p>#10. Select and use information technologies to support communication with internal and external stakeholders and to promote the organization.</p>
Essential Employability Skills (EES):	<p>#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>#2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>#3. Execute mathematical operations accurately.</p>



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- #4. Apply a systematic approach to solve problems.
- #5. Use a variety of thinking skills to anticipate and solve problems.
- #6. Locate, select, organize, and document information using appropriate technology and information systems.
- #7. Analyze, evaluate, and apply relevant information from a variety of sources.
- #10. Manage the use of time and other resources to complete projects.
- #11. Take responsibility for ones own actions, decisions, and consequences.

Course Evaluation:

Passing Grade: 50%, D

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Computer Proposal	35%
Office Proposal	35%
Test	30%

Books and Required Resources:

Jane Haig and Vicki Millan by Cites & Sources: APA Documentation Guide
Publisher: Nelson Publishing Edition: 5
ISBN: 9780176622220

The Gregg Reference Manual by Sabin, Millar, Strashok, and Gardner
Publisher: McGraw-Hill Edition: 9
ISBN: 9780071051156
Canadian Edition

Student's Oxford Canadian Dictionary by Barber, Fitzgerald, and Pontisso (Editors)
Publisher: Oxford University Press Edition: 2
ISBN: 9780195427158

Office Administration Style Manual
(Provided by faculty)

Course Outcomes and Learning Objectives:

Course Outcome 1.

Utilize basic HTML and recognize other web authoring tools currently available to build and maintain simple business web pages that are effective and appealing to users.

Learning Objectives 1.



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- Establish and apply criteria for effective business web pages including design and functionality.
- Develop and present a web structure based on needs and goals.
- Prepare a basic index page in HTML code including heading and emphasis tags, lines, graphics, hyperlinks, and lists.
- Review the process required to secure a site, domain name, and publish to a web site.
- Edit and remove pages as required from a web site.
- Explore alternatives to HTML for web publishing.

Course Outcome 2.

Prepare a written proposal making recommendations for computer equipment/software and ergonomic office furniture purchases complete with supporting documentation utilizing a coordinated research process.

Learning Objectives 2.

- Listen attentively to follow and record oral instructions to assist with document preparation.
- Organize given documentation into an appropriate, easy-to-follow, logical format.
- Determine priorities for purchase recommendations and associate an appropriate amount of research time to each item.
- Document the required research and utilize the APA format to cite sources.
- Make decisions on the appropriate computer equipment and office furniture needed to meet the specified requirements for the workplace.
- Explain and support purchasing decisions made utilizing a formal proposal format.
- Prepare an office layout using Visio software to scale according to given criteria.

Date:

Wednesday, August 30, 2017

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