



COURSE OUTLINE: OAD0105 - OFFICE COMMUN. I

Prepared: Minttu Kamula

Approved: Martha Irwin, Chair, Community Services and Interdisciplinary Studies

Course Code: Title	OAD0105: OFFICE COMMUNICATIONS I
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semesters/Terms:	20F
Course Description:	This course allows CICE students, with assistance of a Learning Specialist, 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:	5
Total Hours:	70
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	OAD0110
Essential Employability Skills (EES) addressed in this course:	<p>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.</p> <p>EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>EES 5 Use a variety of thinking skills to anticipate and solve problems.</p> <p>EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>EES 10 Manage the use of time and other resources to complete projects.</p> <p>EES 11 Take responsibility for ones own actions, decisions, and consequences.</p>
Course Evaluation:	<p>Passing Grade: 50%, D</p> <p>A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.</p>
Books and Required Resources:	MindTap for Guffey's Canadian Business English, 7th Edition by Guffey et al. Publisher: Nelson Education Edition: 7

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2020-2021 academic year.



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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:

Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning outcomes:

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	60%
Tests	40%

CICE Modifications:

Preparation and Participation

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

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A. Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

B. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

C. Tests will be written in CICE office with assistance from a Learning Specialist.

The Learning Specialist may:

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

D. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

E. Evaluation:

Is reflective of modified learning outcomes.

NOTE: Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

Date: September 10, 2020

Addendum: Please refer to the course outline addendum on the Learning Management System for further

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