



## COURSE OUTLINE: OAD217 - INTEGRATED RESEARCH

Prepared: Minttu Kamula

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

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| <b>Course Code: Title</b>   | OAD217: INTEGRATED RESEARCH   |
| <b>Program Number: Name</b>   | 2086: OFFICE ADMIN-EXEC   |
| <b>Department:</b>  | OFFICE ADMINISTRATION   |
| <b>Semesters/Terms:</b>   | 21S   |
| <b>Course Description:</b>  | 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. |
| <b>Total Credits:</b>   | 3   |
| <b>Hours/Week:</b>  | 6   |
| <b>Total Hours:</b>   | 42  |
| <b>Prerequisites:</b>   | OAD110, OAD116, OAD118, OAD125  |
| <b>Corequisites:</b>  | There are no co-requisites for this course.   |
| <b>This course is a pre-requisite for:</b>  | OAD303  |
| <b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>                         | <b>2086 - OFFICE ADMIN-EXEC</b>   |
| Please refer to program web page for a complete listing of program outcomes where applicable. | VLO 1 Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics.   |
|   | VLO 2 Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities.  |
|   | VLO 3 Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information.  |
|   | VLO 7 Prepare and produce a variety of business documents using available technologies and applying industry standards.   |
|   | VLO 9 Research, analyze and summarize information on resources and services and prepare summary reports with recommendations.   |
|   | VLO 10 Select and use information technologies to support communication with internal and external stakeholders and to promote the organization.  |
| <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 3 Execute mathematical operations accurately.   |
|   | EES 4 Apply a systematic approach to solve problems.  |

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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- EES 5 Use a variety of thinking skills to anticipate and solve problems.
- EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
- EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
- 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

A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.

**Books and Required Resources:**

Jane Haig and Vicki MacMillan by Cites & Sources: An 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)

Excellence in Business Communication by Thill, Bovee, Keller, Moran  
 Publisher: Pearson Edition: 6th  
 ISBN: 9780134310824  
 Canadian Edition

**Course Outcomes and Learning Objectives:**

| Course Outcome 1  | Learning Objectives for Course Outcome 1  |
|---|---|
| 1. Apply research and analytical skills to document, compile, and organize information in preparation for formal report and proposal writing. | 1.1 Use active listening and analytical skills to accurately summarize and record key information.<br>1.2 Apply a variety of electronic and paper research techniques.<br>1.3 Research, compare, and contrast resources and services.<br>1.4 Determine priorities for purchase recommendations and associate an appropriate amount of research time to each item.<br>1.5 Make decisions on the appropriate computer equipment and office furniture needed to meet the specified requirements for the workplace.<br>1.6 Research and plan how to organize an office workspace according to a full understanding of the roles and responsibilities assigned and efficiency guidelines.<br>1.7 Retrieve specific information from the global community using a variety of Internet search tools. |

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|  | <b>Course Outcome 2</b>   | <b>Learning Objectives for Course Outcome 2</b>   |
|--|---|---|
|  | 2. Prepare written formal proposals making recommendations for computer equipment/software and ergonomic office furniture purchases complete with supporting documentation. | 2.1 Prepare complex documents (i.e., formal proposal) including spreadsheets (e.g., budget), letters (e.g., letter of transmittal), and reports (e.g., progress reports) using a variety of software and equipment.<br>2.2 Format and prepare summaries, recommendations, and reports for the selection of resources and services using a variety of business software.<br>2.3 Document, compile, and organize information while citing sources of information using industry-accepted referencing formats (e.g., APA).<br>2.4 Explain and support purchasing decisions made utilizing a formal proposal format.<br>2.5 Prepare an office layout using Visio software to scale according to given criteria.<br>2.6 Apply composing, editing, and proofreading techniques to report writing. |

**Evaluation Process and Grading System:**

| <b>Evaluation Type</b> | <b>Evaluation Weight</b> |
|------------------------|--------------------------|
| Computer Proposal      | 40%                      |
| Office Proposal        | 40%                      |
| Project Updates        | 20%                      |

**Date:**

June 17, 2020

**Addendum:**

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

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