Employability Skills — OFAD 150
Office Administration Program

Course Outline

COURSE IMPLEMENTATION DATE:	**Pre 1998**
OUTLINE EFFECTIVE DATE:	**September 2023**
COURSE OUTLINE REVIEW DATE:	**March 2028**

GENERAL COURSE DESCRIPTION:

This course gives students the skills defined in the Office Administration and Applied Business Technology Provincial Curricula. These skills are considered to be essential requirements for today's workforce. Employees need to be adaptable and capable of meeting the challenges of change in today's economy, advances in technology, and changes in the way work is organized. This course uses an office simulation activity for students to practice job-ready skills in the use of technology and to hone their organizational and time management skills. The course also covers basic employment skills such as developing an effective resume and cover letter, and emphasizes professionalism, decision making, ethics, and communication skills.

Program Information: This course is required for the Office Administration Certificate.

Delivery: This course is delivered online.

College of the Rockies Credits: 1.5

Hours for this course: 45 hours to be completed over 3 weeks.

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Vocational Contact Hours	45
Total	45

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

Sheena Svitich, BA, Bed, Instructor Diploma

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Signature

APPROVAL SIGNATURES:

Department Head
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Dean of Trades and Technology
Dr. Jack Moes
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Department Head Signature

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Dean Signature

EDCO

Valid from: September 2023 – March 2028

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Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: OFAD 130, OFAD 134, OFAD 180

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA   ☐ Yes   ☑ No

Transfer Credit: For transfer information within British Columbia, Alberta, and other institutions, please visit http://www.cotr.bc.ca/Transfer.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: ABT 150 ⇨⇨ OFAD 150
                                Date changed: September 2007

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date, the following textbooks were in use:

No textbooks required

Please see the instructor's syllabus or check COTR's online text calculator https://textbook.cotr.bc.ca/ for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students should be able to

- use appropriate listening skills when dealing with others;
- understand how to portray self esteem and a professional image;
- read, comprehend, and interpret course-related materials;
- correctly apply the mechanics of writing to workplace writing tasks;
- demonstrate appropriate telephone techniques;
- discuss business ethics, confidentiality, and communication styles;
- use creative and critical thinking techniques to accomplish objectives and solve problems;
- demonstrate problem-solving and decision-making techniques;
- demonstrate job-finding skills including a letter of application and resume;
- demonstrate job success skills by being present, punctual, productive, and professional;
- use technological skills as a problem-solving tool;
- understand key elements of successful teamwork;
- complete work in a timely manner and on schedule; and
- take responsibility for attendance and absenteeism.

COURSE TOPICS:

- Goal Setting
- Time Management
- Communication
- Comprehension and Listening
- Problem Solving
- Skills Demonstration Project
- Job Skills

See instructor's syllabus for the detailed outline of weekly readings, activities, and assignments.

EVALUATION AND ASSESSMENT:

Assignments	% of Total Grade
Soft Skills	25%
Office Simulation Project Sections 1 - 4	25%
Office Simulation Project Section 5	50%
Total	100%

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments, and use of electronic aids.

Attendance is an important component of the course. Students are expected to complete this course within the scheduled course timeline. Failure to do so will result in an "F" grade. Extensions may be considered only if the student has demonstrated appropriate workplace responsibility for absence or delay throughout the course.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	F
Mark (Percent)	≥ 98	97-94	93-90	89-86	85-82	81-79	78-75	74-70	< 70

A grade of "C" grants credit, but may not be sufficient as a prerequisite for sequential courses.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating, and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.