



OFAD-150 – Employability Skills

Technology

Effective Term & Year: Fall 2022

Course Outline Review Date: 2023-01-01

Program Area: Office Administration

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.

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

Delivery Methods: Online

Credit Type: College of the Rockies Credits

Credits: 1.5

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45

Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	
Other	
Total	45

Course Requisites:

- Completed the following:
 - OFAD133 – Business Communications I (3)
 - OFAD135 – Administrative Procedures 1 (2.5)
 - OFAD181 – MS Excel 1 (1.5)

Flexible Assessment: No

Course Transfer Credit:

For information about receiving transfer credit for courses taken at other BC institutions, please see <http://www.bctransferguide.ca>. All requests for course transfer credit from institutions in BC or elsewhere should go to the College of the Rockies Enrollment Services office.

Textbook 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:

Rowell, Roxane L. *Double N Adventures: A Complete Office Simulation*. Nelson Education, 2011. Print.

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 will 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 Assessments

Assessment Type: Online

Assessment Type	% of Total Grade
Soft Skills	25%
Office Simulation Project Sections 1 – 4	25%
Office Simulation Project Section 5	50%
Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
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>=98	97-94	93-90	89-86	85-82	81-79	78-75	74-70			<70
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Pass requirements: None

Evaluation Notes: A grade of “C” grants credit, but may not be sufficient as a prerequisite for sequential courses.

Evaluation Notes Comments:

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 Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Equivalent Course(s) and Course Code Changes

Prior Course Code: ABT 150

Date changed: September 2007

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational,

employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.