



COURSE OUTLINE: OAD113 - OFFICE FUNDAMENTALS

Prepared: Minttu Kamula

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

Course Code: Title	OAD113: OFFICE FUNDAMENTALS
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Academic Year:	2022-2023
Course Description:	Strong keyboarding and vocabulary skills are needed by office professionals. In this course, students have the opportunity to expand their vocabulary by learning commonly used business terms and mastering rules to commonly misspelled words. Students will also practice and develop their keyboarding speed and accuracy. By the end of this course, students are expected to keyboard at a minimum speed of 40 net words per minute (NETwpm) with 98 percent accuracy.
Total Credits:	1
Hours/Week:	1
Total Hours:	14
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:	OAD125, OAD302
Vocational Learning Outcomes (VLO's) addressed in this course:	2086 - OFFICE ADMIN-EXEC
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 7 Prepare and produce a variety of business documents using available technologies and applying industry standards.
Essential Employability Skills (EES) addressed in this course:	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 5 Use a variety of thinking skills to anticipate and solve problems.
	EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
	EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.
	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:	<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>								
Other Course Evaluation & Assessment Requirements:	<p>Students will complete weekly vocabulary and spelling exercises, and for keyboarding skills development, students are expected to complete weekly keyboarding lessons with a goal of achieving a minimum typing speed of 40 net words per minute with 98 percent accuracy.</p> <p>Four 3-minute timed writings will be completed over the final four weeks of the semester to assess students' ability to achieve the minimum typing speed. Timed writings must be done during class time, and the average of four timed writings will be used for the final grade.</p> <p>40+ netWPM = 15/15 Below 40 netWPM = 0</p>								
Books and Required Resources:	<p>Subscription to Typist (3 year) Publisher: Typistapp.ca</p> <p>Canadian Business English by Guffey et al. Publisher: Cengage Edition: 8 ISBN: 9781774740361</p>								
Course Outcomes and Learning Objectives:	<table border="1"> <thead> <tr> <th>Course Outcome 1</th> <th>Learning Objectives for Course Outcome 1</th> </tr> </thead> <tbody> <tr> <td>Meet industry standards for keyboarding speed and accuracy.</td> <td> 1.1 Develop touch-typing techniques through the completion of weekly typing lessons using available software. 1.2 Keyboard at a minimum of 40 net words per minute with 98 percent accuracy on four 3-minute timed writings. </td> </tr> <tr> <th>Course Outcome 2</th> <th>Learning Objectives for Course Outcome 2</th> </tr> <tr> <td>Spell commonly misspelled words and business terms correctly and know the meaning of commonly used business terms.</td> <td> 2.1 Use spelling rules to spell words correctly: joining prefixes and suffixes, dropping the final e, changing the final y to i, forming plurals, etc. 2.2 Spell consonant and vowel sounds in words. 2.3 Avoid spelling errors caused by faulty pronunciation. 2.4 Proofread to correct spelling errors. 2.5 Identify the definition of business terms and use them effectively in writing. </td> </tr> </tbody> </table>	Course Outcome 1	Learning Objectives for Course Outcome 1	Meet industry standards for keyboarding speed and accuracy.	1.1 Develop touch-typing techniques through the completion of weekly typing lessons using available software. 1.2 Keyboard at a minimum of 40 net words per minute with 98 percent accuracy on four 3-minute timed writings.	Course Outcome 2	Learning Objectives for Course Outcome 2	Spell commonly misspelled words and business terms correctly and know the meaning of commonly used business terms.	2.1 Use spelling rules to spell words correctly: joining prefixes and suffixes, dropping the final e, changing the final y to i, forming plurals, etc. 2.2 Spell consonant and vowel sounds in words. 2.3 Avoid spelling errors caused by faulty pronunciation. 2.4 Proofread to correct spelling errors. 2.5 Identify the definition of business terms and use them effectively in writing.
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Date:	June 30, 2022								
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.								