



## COURSE OUTLINE: OAD113 - OFFICE FUNDAMENTALS

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<b>Course Code: Title</b>	OAD113: OFFICE FUNDAMENTALS
<b>Program Number: Name</b>	2086: OFFICE ADMIN-EXEC
<b>Department:</b>	OFFICE ADMINISTRATION
<b>Semesters/Terms:</b>	18F
<b>Course Description:</b>	Strong keyboarding and well-developed vocabulary skills are two skills needed by office professionals. Office Fundamentals will give students the opportunity to expand their vocabulary by mastering commonly misspelled business terms. Students will also use a software program to practise and develop their keyboarding speed and accuracy. By the end of this course, students are expected to keyboard at a minimum speed of 30 gross words per minute with 98 percent accuracy.
<b>Total Credits:</b>	1
<b>Hours/Week:</b>	1
<b>Total Hours:</b>	14
<b>Prerequisites:</b>	There are no pre-requisites for this course.
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>This course is a pre-requisite for:</b>	OAD125, OAD127, OAD302
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>2086 - OFFICE ADMIN-EXEC</b>
<b>Please refer to program web page for a complete listing of program outcomes where applicable.</b>	VLO 7 Prepare and produce a variety of business documents using available technologies and applying industry standards.
<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 11 Take responsibility for ones own actions, decisions, and consequences.
<b>Course Evaluation:</b>	Passing Grade: 50%, D
<b>Other Course Evaluation &amp; Assessment Requirements:</b>	To prepare for the quizzes, it is expected that 100 percent of spelling exercises will be completed in the required textbook, College Spelling Skills. Completed textbooks will be handed in at the end of the semester for grading. A 1-percent penalty will be assigned to each incomplete lesson.  For the Timed Writings, students are expected to keyboard at a minimum speed of 30 gross words per minute (g.w.p.m.) with 98 percent accuracy on two 3-minute timed writings administered on two separate days during the last four weeks of the semester. 0-29 g.w.p.m. = 0/15 30-34 g.w.p.m. = 8/15 35-39 g.w.p.m. = 9/15



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40-44 g.w.p.m. = 11/15  
 45-49 g.w.p.m. = 12/15  
 50+ g.w.p.m. = 15/15

Students should spend the first fifteen minutes of class time completing All the Right Type Three Plus keyboarding drills. In addition, students should spend an additional twenty minutes per day outside of class completing keyboarding drills in order to attain a minimum keyboarding speed of 30 g.w.p.m. before the end of the semester.

All the Right Type drills to be completed include All the Right Type Three Plus Standard Learning the Keyboard, Practice Pavillion, Skill Building, and Testing Centre.

Completion of these keyboarding drills will be monitored weekly.

In order to be eligible to complete timed writings, students need to have completed all drills as outlined above.

Three-minute timed writings will be completed during class time over the final four weeks of the semester. Students may complete additional timed writings for practice, however, for grading purposes, timed writings must be done during class time.

Failure to type at 30 g.w.p.m. with 98 percent accuracy on two timed writings administered on two separate days at the end of the course will result in a grade of 0/15 for keyboarding.

**Books and Required Resources:**

College Spelling Skills by James F. Shepherd  
 Publisher: Thomson Learning/Cengage Edition: 2  
 ISBN: 9780395753897

Student's Oxford Canadian Dictionary  
 Publisher: Oxford University Press Edition: 2  
 ISBN: 978-0-19-542715-8

**Course Outcomes and Learning Objectives:**

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Meet industry standards for keyboarding speed and accuracy.	1.1 Develop touch-typing techniques through the completion of drills. 1.2 Keyboard at 30 gross words per minute with 98 percent accuracy for three minutes on two separate days.
Course Outcome 2	Learning Objectives for Course Outcome 2
2. Spell commonly misspelled business terms accurately.	2.1 Use spelling rules to spell hundreds of words correctly: joining words, joining prefixes and words, joining words and suffixes, dropping the final e , changing the final y to i , doubling final consonants, forming plurals. 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 Locate the correct spelling of words in a dictionary.

**Evaluation Process and Grading System:**

Evaluation Type	Evaluation Weight	Course Outcome Assessed
Homework (Weekly Spelling Exercises)	5%	
Spelling Quizzes	80%	
Timed Writings	15%	

**Date:**

June 22, 2018

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

