



## COURSE OUTLINE: OAD113 - OFFICE FUNDAMENTALS

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

<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>	20F
<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 available software 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 net words per minute (NETwpm) 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, 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 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.
<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 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.

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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**Course Evaluation:**

Passing Grade: 50%, D

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

**Other Course Evaluation & Assessment Requirements:**

To prepare for the spelling quizzes, it is expected that 100 percent of spelling exercises will be completed in the required textbook, College Spelling Skills. For keyboarding skills development, students are expected to complete weekly keyboarding lessons, and for the timed writings students are expected to complete four 3-minute timed writings typed at a minimum speed of 30 net words per minute with 98 percent accuracy.

51+ netWPM = 15/15  
 46-50 netWPM = 12/15  
 41-45 netWPM = 11/15  
 36-40 netWPM = 10/15  
 31-35 netWPM = 9/15  
 30 netWPM = 8/15  
 0-29 netWPM = 0/15

Students should spend the first fifteen minutes of class time completing weekly keyboarding lessons. In addition, students should spend time outside of class completing keyboarding lessons in order to attain a minimum keyboarding speed of 30 netWPM before the end of the semester. Completion of these keyboarding lessons will be monitored weekly. In order to be eligible to complete timed writings, students need to have completed all keyboarding lessons.

Three-minute timed writings will be completed during class time over the final four weeks of the semester. Timed writings must be done during class time, and the average of four timed writings will be used for the final grade.

Failure to type at 30 netWPM with 98 percent accuracy on four 3-minute timed writings administered 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: 9780195427158

Subscription to Typist (3 year) available for purchase online at: TypistApp.ca.

**Course Outcomes and Learning Objectives:**

<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
1. Meet industry standards for keyboarding speed and accuracy.	1.1 Develop touch-typing techniques through the completion of weekly typing lessons. 1.2 Keyboard at 30 net words per minute with 98 percent accuracy on four 3-minute timed writings.
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
2. Spell commonly	2.1 Use spelling rules to spell hundreds of words correctly:

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	misspelled business terms accurately.	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.
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<b>Evaluation Process and Grading System:</b>	<b>Evaluation Type</b>	<b>Evaluation Weight</b>
	Spelling Quizzes	60%
	Timed Writings	20%
	Weekly keyboarding lessons	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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