

## Office Administration Department/Certificate

Fall 2015

### OA 145A Microsoft Word & Document Preparation I

*3 Credits, 16 weeks, 5 hours*

OA 145 is an introductory course that is designed to develop a thorough understanding and proficient skills in basic word processing concepts and functions. Students will learn the step-by-step procedures for creating and editing a word processing document; move, copy, find and replace text; efficient keyboard and mouse techniques for moving the insertion point, changing the view within a document, and selecting text; linking document text, and utilizing proofing tools including the spelling, grammar, thesaurus, and autocorrect tools. Introductory concepts related to character, paragraph, and document formatting will also be covered. An emphasis will be placed on efficiency and accuracy in the preparation and printing of assignments.

*Co-requisite: OA 110 and OA 118*

#### Instructor

Instructor: Pam Wenaus  
Office: S 111E  
Phone: 780-791-8956

Email: [pam.wenaus@keyano.ca](mailto:pam.wenaus@keyano.ca)

#### Office Hours

Monday	10:00 a.m. to 10:50 a.m.
Tuesday	10:00 a.m. to 10:50 a.m.
Wednesday	9:00 a.m. to 9:50 a.m. 12:00 p.m. to 12:50 p.m.
Thursday	1:00 p.m. to 1:50 p.m.

#### Hours of Instruction

##### OA145 A

Tuesday 11:00 a.m. – 12:50 p.m. (C282)  
Thursday 3:00 p.m. – 4:50 p.m. (C267)  
Friday 10:00 a.m. – 10:50 a.m. (C282)

#### Required Resources

Microsoft Word 2013 – Comprehensive, Shelly Cashman Series; Vermatt, and ISBN: 1133285031

The Gregg Reference Manual, 9<sup>th</sup> Canadian Edition (with Connect Access); Sabin, Millar, Strashok & Sine and ISBN: 1259105466

Binder, paper, USB device, stapler, pen, pencils, highlighter.

To work at home you will require Microsoft Word 2013, a PC operating system that runs Microsoft Word 2013, a browser to use for Internet access, and e-mail.

## Course Outcomes

After mastering the course outcomes the student will be able to:

1. Apply operating system concepts to manage and organize files in a network environment, and on a personal storage device.
2. Create, format, and edit a document including entering text, apply paragraph, character, and page formats; insert and format pictures, and change document properties.
3. Change document settings including styles, line and paragraph spacing, headers and footers, character and paragraph alignment.
4. Utilize word processing features and commands to prepare a document with citations, footnotes, endnotes, works cited page, sources, in various document styles.
5. Use word processing features and commands to edit and proofread word processing documents including cut, copy, paste, find and replace, check spelling and grammar, add to the dictionary and autocorrect, and research task pane options.
6. Enhance the appearance and readability of a document with shapes, WordArt, graphics, tables, borders, tab stops, indents, non-breaking hyphens and spaces, lists, watermarks, templates, columns, and symbols.
7. Follow oral and written instructions to create documents according to specified criteria within a specified amount of time.
8. Use terminology related word processing and file management.
9. Produce documents effectively and efficiently.
10. Prepare documents for sharing and distribution.
11. Ensure that documents are proofread for typographical and format errors.

## Evaluation

Assignments, quizzes, and the final exam will be graded for efficiency, completeness, formatting, and accuracy.

Chapter Activities	25%
Assignments	25%
Chapter Test	25%
Final Exam	20%
Attendance	5%
Total	100%

*The minimum standard for passing this course is a grade of 60%.*

## OFFICE ADMINISTRATION GRADING SYSTEM:

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 98.9
	A	4.0	95 – 98.9
	A-	3.7	90 – 94.9
Good	B+	3.3	85 – 89.9
	B	3.0	80 – 84.9
	B-	2.7	75 – 79.9
Satisfactory	C+	2.3	70 – 74.9
	C	2.0	65 – 69.9
	<b>Progression</b>	C-	1.7
Poor	D+	1.3	55 – 59.9
Min Pass	D	1.0	50 – 54.9
Failure	F	0.0	< 50

**Course Agenda**

<b>Week 1</b> Sept. 2 - 4	Introduction to Course - Outline, Moodle, SAM Chapter 1, Creating, Formatting, and Editing a Word Document with a Picture	Chapter 1 Assignments and Project
<b>Week 2</b> Sept. 8 - 11	Chapter 1 Continued Sept. 7 No Class Labour Day	SAM Quiz, Chapter 1 Evaluation
<b>Week 3</b> Sept. 14 - 18	Chapter 2, Creating a Research Paper with References and Sources	Chapter 2 Assignments and Project
<b>Week 4</b> Sept. 21 - 25	Chapter 2 Continued	SAM Quiz, Chapter 2 Evaluation
<b>Week 5</b> Sept. 28 - Oct. 2	Chapter 3, Creating a Business Letter with a Letterhead and Table	Chapter 3 Assignments and Project
<b>Week 6</b> Oct. 5 - 9	Chapter 3 Continued	SAM Quiz, Chapter 3 Evaluation
<b>Week 7</b> Oct. 13 - 16	Chapter 4, Creating a Document with a Title Page, Lists, Tables, and a Watermark	Chapter 4 Assignments and Project
<b>Week 8</b> Oct. 19 - 23	Chapter 4 Continued	SAM Quiz, Chapter 4 Evaluation
<b>Week 9</b> Oct. 26 - 30	Chapter 5, Using a Template to Create a Resume and Sharing a Finished Document	Chapter 5 Assignments and Project
<b>Week 10</b> Nov. 2 - 6	Chapter 5 Continued	SAM Quiz
<b>Week 11</b> Nov. 9 - 10	Chapter 5 Continued	Chapter 5 Evaluation
<b>Week 12</b> Nov. 16 - 20	Chapter 7, Creating a Newsletter with a Pull- Quote and Graphics	Chapter 7 Assignments and Project
<b>Week 13</b> Nov. 23 - 27	Chapter 7 Continued	SAM Quiz, Chapter 7 Evaluation
<b>Week 14</b> Nov. 30 - Dec. 4	Final Exam Review	
<b>Exam Period</b> Dec. 7 - 16	<b>Final Exam Period</b>	

**Please Note:**

The course agenda may be modified to facilitate unforeseen time constraints.

## Performance Requirements

### 1. Student Attendance (page 35 of the online Credit Calendar)

Class attendance is useful for two reasons. First, it maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, students are responsible for their own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Attendance will be taken daily in each class. Students are expected to notify their instructor if they are unable to attend class. Attendance will make up 5% of your grade.

### 2. Academic Misconduct (page 34 of the online Credit Calendar)

By virtue of membership in the College's academic community, students accept a responsibility to understand and abide by the Academic Regulations stated in the Keyano College course calendar. Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person

If you use specialized information or someone else's ideas, you must provide correct documentation. Failure to do this is plagiarism. Plagiarism is literary theft of intellectual property and is a serious offence. Anyone discovered handing in plagiarized material will be given a grade of zero for the assignment. Further plagiarism offenses may lead to dismissal from the course. While students are encouraged to collaborate, this does not entail others can complete your course work. Unauthorized collaboration on independent assignments is collusion, and this also constitutes an academic offence that will result in a grade of zero. Further incidents of collusion may result in dismissal from the course.

Students must "refrain from unduly disturbing, disrupting or otherwise interfering" (Keyano College Course Calendar) with the work or other activities of fellow students or staff.

Penalties for academic offences may range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

### 3. Accommodation for Students with Disabilities

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact Disability Services: Learner Assistance Program at (780) 791-8934 (Room 167) to initiate the process for documenting, assessing, and implementing your individual accommodation needs.

If you have been diagnosed with a Learning Disability in the past, or you feel that you would benefit from some assistance from a Disabilities Counselor, please call (780) 791-8934 to book an appointment. In order to provide effective service, students are advised to address learner assistance issues **at the beginning of the semester**. Services and accommodations are intended to assist students in the course, while maintaining the academic standards of Keyano College. The Learner Assistance Program can be of assistance to you in disclosing your disability to your instructor, receiving accommodations, and your overall success at Keyano College.

It is the responsibility of the student to provide your instructor with any letter of accommodation a minimum of one week before the accommodation is needed. It is also the responsibility of the student to book any required work space when needed. Contact the SKILL Centre at (780) 792-5620 or [skill.centre@keyano.ca](mailto:skill.centre@keyano.ca). In addition, tutoring services are available at the SKILL Centre (Room 119).

## Assignments

All assignments must be retained in electronic format in students' files. Moodle is a required component of the course, as all due dates and grades will be posted. Please pay careful attention to the information on Academic Misconduct (page 34 of the online Credit Calendar) for behaviour such as cheating and plagiarism. The penalty for such behaviour is a zero on the assignment and no opportunity to resubmit it.

Assignments must be handed in on the due date at the beginning of class. If being submitted on Moodle, assignments must be submitted by the due date posted. Late assignments will receive a mark of **ZERO**, unless there are **documented extenuating circumstances**. Technology issues are **not** considered valid grounds for late assignments.

## Assessments

All assessment dates will be posted on Moodle when available and are subject to change.

Assessments must be written when scheduled. Make-up assessments **will not be given** unless there are **documented extenuating circumstances**. Students are expected to notify their instructor prior to class if they are unable to attend for any reason.

The final examination will be a maximum of three hours in length and scheduled during the final exam period. All final examinations must be written on the specified examination date, or the conditions listed in the Keyano College Calendar under "Deferred Final Examination" will apply. Students with accommodations must inform the instructor and the Skill Centre of any necessary arrangements **at least three weeks in advance** of the final exam date.

## Teaching and Learning Methodologies

A wide variety of teaching and learning methodologies are used to appeal to a broad range of learning styles such as Visual, Auditory, Read/Write, Kinesthetic/Tactile, and Multimodal learners. Lectures, PowerPoints, videos, research and writing projects, team activities, student presentations, social media explorations, career fairs, and field trips may all be used in the class.

Notes and other material covered in the course will be posted on Moodle, an online learning website. Students are responsible for ensuring they are able to login and access documents. Students who are not able to access Moodle must inform the instructor immediately. Moodle will be kept up-to-date with all course specific content and information. In addition, an approved course outline and schedule will be posted. It is the student's responsibility to check Moodle for updates in order to stay current with course requirements.

## Professionalism

Students must behave in a manner that is respectful and professional toward their instructors, classmates, and administration. Student communication, both written and verbal, must be completed in a professional manner. Inappropriate discussion topics or language will not be tolerated (even on breaks). Written communication must be done through the Keyano College email accounts and composed in a respectful manner. In addition, students will dress in a professional manner. Casual business clothing is preferred. Low necklines and short bottoms/skirts are not deemed professional attire. Participation in class activities is expected. The use of cell phones and social media is not allowed in the classroom, unless specified by your instructor.

## Important Dates to Remember

Sept 1	Monday	Orientation Day
Sept 2	Tuesday	Fall Semester Begins
Sept 7	Monday	College Closed (Labour Day)
Sept 8	Tuesday	Last day to add courses for academic programs; Fall semester fees due
Sept 9	Wednesday	Fall late fee applied (\$100)
Sept 15	Tuesday	Last day to drop courses for academic programs (\$100 deposit is non-refundable)
Sept 15	Tuesday	Last day to waive SAKC Health and Dental plan or add family
Sept 30	Wednesday	Fall Awards application deadline
Oct 9	Friday	Last day to withdraw with a 50% refund (Grade of W)
Oct 12	Monday	College Closed (Thanksgiving Day)
Nov 11	Wednesday	No Classes (Remembrance Day)
Nov 12, 13	Thursday, Friday	Reading Days; no classes
Nov 25	Wednesday	Last day to withdraw with a 0% refund (Grade of W)
Dec 4	Friday	Last day of classes for academics
Dec 7 -11	Monday - Friday	Final Exam period for academics
Dec 18	Friday	Final Grades submitted for fall semester
Dec 25-31	Friday - Thursday	College Closed (Christmas Break)
Jan 1	Friday	College Closed (New Year's Day)
Jan 5	Tuesday	Winter Semester begins for academic programs

**Please Note:**

This course outline may be modified to facilitate unforeseen time constraints. Date and time allotted to each topic is subject to change.

**Authorization**

This course outline has been reviewed and approved by the Program Chairperson.

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Pam Wenaus, Instructor

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Gina Langager, Chairperson

Date Authorized

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Guy Harmer, Dean

Date Authorized

**Signed copies to be delivered to:**

Instructor, Registrar's Office