

OA 145A Microsoft Word & Document Preparation I

3 Credits, 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

Cristina Fuentes

Office location: Syncrude Technology Centre Office S111B

Phone number: 780-791-8939

cristina.fuentes@keyano.ca

Office Hours

Monday	5:00 p.m. – 5:50 p.m.
Tuesday	2:00 p.m. – 2:50 p.m.
Wednesday	12:00 p.m. – 12:50 p.m.
Thursday	10:00 a.m. – 10:50 a.m.
Friday	11:00 a.m. – 11:50 a.m.

Hours of Instruction

Monday	2:00 p.m. – 4:50 p.m.	Computer lab CC282
Friday	12:00 p.m. – 1:50 p.m.	Computer lab CC267

Required Resources

Microsoft® Word® 2013 Comprehensive, Shelly Cashman Series; Vermatt, ISBN: 9781133285038.

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

SAM (Skills Assessment Manager)

Important: SAM is a **mandatory** component of the course.

Course Outcomes

After completing this course, students 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

Participation	10%
Class Activities	15%
Assignments	20%
Tests	25%
Final Exam	30%
Total	100%

A grade of C- is required for progression or transfer.

Grading System

Descriptor	Alpha Grade	4.0 Scale	OA %
<i>Excellent (90% - 100%)</i>	A+	4.0	99 – 100
	A	4.0	95 – 98
	A-	3.7	90 – 94
<i>Good (75% - 89%)</i>	B+	3.3	85 – 89
	B	3.0	80 – 84
	B-	2.7	75 – 79
<i>Satisfactory (60% - 74%)</i>	C+	2.3	70 – 74
	C	2.0	65 – 69
<i>Progression/ Minimum Pass</i>	C-	1.7	60 – 64
	D+	1.3	55 – 59
	D	1.0	50 – 54
	F	0.0	0 – 49

Proposed Schedule of Topics

Refer to *Tentative Schedule* for information on topic coverage.

Please note: Date and time allotted to each topic is subject to change.

Performance Requirements**Student Responsibilities**

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's 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, you are responsible for your 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.

Academic Misconduct

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
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports**Counselling and Disability Services**

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.

Authorization

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

Cristina Fuentes, Instructor

Business Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor, Registrar's Office