

OA 145A/B 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

Madeleine Leger
S111D
(780) 791-8974
Madeleine.Leger@Keyano.ca

Office Hours

Monday	10:00 a.m. to 10:50 a.m.
Tuesday	11:00 a.m. to 11:50 a.m.
Wednesday	10:00 a.m. to 10:50 a.m.
Thursday	1:00 p.m. to 1:50 p.m.
Friday	11:00 a.m. to 11:50 a.m.

Lecture/Lab Hours Group A

Monday	11:00 a.m. to 12:50 p.m.	Lab S205
Wednesday	11:00 a.m. to 12:50 p.m.	Lab S105
Friday	9:00 a.m. to 9:50 a.m.	Lab S207

Lecture/Lab Hours Group B

Monday	2:00 p.m. to 3:50 p.m.	Lab S207
Wednesday	1:00 p.m. to 1:50 p.m.	Lab S207
Thursday	8:00 a.m. to 9:50 a.m.	Lab S105

Required Resources

Microsoft Word 2010 - Complete, Shelly/Vermatt, and ISBN: 9780538743907.

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

To work at home you will require Microsoft Word 2010, an operation system that runs Microsoft Word 2010, a browser to use for Internet access, and e-mail.

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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 the merge process to create form letters, envelopes, labels, and directories.
9. use terminology related word processing and file management.
10. produce documents effectively and efficiently.
11. prepare documents for sharing and distribution.
12. 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.

Assignments	35%
Quizzes	50%
Final Exam	<u>15%</u>
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 Progression	C+	2.3	70 - 74.9
	C	2.0	65 - 69.9
	C-	1.7	60 - 64.9
Poor	D+	1.3	55 - 59.9
Min Pass	D	1.0	50 - 54.9
Failure	F	0.0	< 50

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Performance Requirements

Assignments are to be submitted to your instructor at the beginning of the first block of class on the scheduled assignment due date. Students may be penalized 5% per day for late assignments up to the beginning of class on the day the assignments are returned or available for pickup. Late assignments will not be accepted once they are returned or available for pick-up.

Quizzes are to be completed in the lab at the schedule time on the scheduled date.

Under **special circumstances**, arrangements may be made with your instructor prior to the scheduled time/date of a quiz. It is the responsibility of the student to make arrangements with your instructor prior to the scheduled test under special circumstances.

Prior to the **Final Exam**, each student will have the opportunity to disregard one assignment grade and one quiz grade prior to the calculation of the final grade before the final exam.

Students who miss classes are responsible for the course content. Make sure you have made arrangements with a classmate to pick-up materials distributed and to share information from the missed class.

Teaching and Learning Methodologies

In order to successfully complete this course, students will be expected to work additional time outside of lecture and lab times to complete assignments, prepare for quizzes and prepare for the final exam.

OA 145 is an on-campus course. Moodle resources are intended to enhance the students learning. All assignments and exam files must be submitted to the Student Common network drive and a hard copy submitted to your instructor. Quizzes and the Final Exam will be administered by the instructor as scheduled

Proposed Schedule

Please refer to the course calendar in Moodle for scheduled topics, assignment due dates and quiz dates.

Please Note:

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

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Authorization

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

Madeleine Leger, Instructor

Gina Langager, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:
Instructor
Registrar's Office