

## OA 146 A – Microsoft Word and Document Preparation II

*3 Credits, 16 weeks, 5 hours per week*

Word processing software will be used to develop skills in document preparation. A varied selection of documents will be prepared including letters, memoranda, envelopes, basic reports with headings and subheadings, and tables in a variety of uses. Merge basics will be introduced and resumes will be prepared in table format with the automated table feature. Students will also develop skills in utilizing resources including a reference manual, postal website, and handouts as a guide to well formatted documents. An emphasis will be placed on the efficient and accurate preparation of mailable documents.

*Prerequisites: OA 118 and OA 145*

### Instructor

Cristina Fuentes

Office location: Syncrude Technology Centre Office S111B

Phone number: 780-791-8939

[cristina.fuentes@keyano.ca](mailto:cristina.fuentes@keyano.ca)

### Office Hours

Monday and Tuesday 1:00 p.m. – 1:50 p.m.  
Wednesday and Thursday 5:00 p.m. – 5:50 p.m.  
Friday 11:00 a.m. – 11:50 a.m.

### Hours of Instruction

Monday	11:00 a.m. – 12:50 p.m.	Computer lab S107
Wednesday	10:00 a.m. – 11:50 a.m.	Computer lab S105
Friday	10:00 a.m. – 10:50 a.m.	Computer lab S105

### Required Resources

**Microsoft® Word® 2013 Comprehensive, Shelly Cashman Series®**. Vermatt, Misty E. 1<sup>st</sup> Edition. ISBN 1133285031.

**SAM (Skills Assessment Manager)**

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

### Other Resources

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

**Course Outcomes**

After completing this course, students will be able to:

1. Transfer basic word processing concepts learned to new situations.
2. Utilize the Canada Post Corporation website as a resource for preparing mailable documents.
3. Format and key single page and multiple-page business letters in the various letter and punctuation styles presented.
4. Prepare and print labels and envelopes in the inside address style and in the Canada Post Corporation style.
5. Perform a merge operation to generate form letters, mailing labels, envelopes, and directories.
6. Format and key interoffice memoranda and transfer concepts learned to prepare and format e-mails.
7. Build on previously learned table concepts to create and format documents in the table format.
8. Create a newsletter with pull-quotes and graphics.
9. Produce and edit documents utilizing the formatting procedures and software features presented in order to produce a mailable document within a reasonable amount of time.
10. Demonstrate organization skills by submitting assignments and completing quizzes at the specified times.

**Evaluation**

Attendance.....	5%
Participation.....	10%
Assignments.....	25%
Tests.....	30%
Final Exam.....	30%
<b>Total.....</b>	<b>100%</b>

*A grade of C- is required for progression. The minimum standard for passing this course is a grade of C- (60%).*

**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

## Performance Requirements

### Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes 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, 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

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

### 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.

**Important dates to remember**

January 1	Friday	College closed (New Year's Day)
January 5	Tuesday	Winter semester begins for academic programs
January 11	Monday	Last day to add for academic programs Winter semester fees due for regular term programs
January 12	Tuesday	Winter late fee applied Last day to drop for academic programs
January 18	Monday	Last day to waive Health & Dental for regular term programs (new students only)
February 12	Friday	Last day to withdraw with a refund (50%)
February 15	Monday	College closed (Family day)
February 22-26	Monday-Friday	Reading week, no classes for academic programs
March 26	Friday	College closed (Good Friday)
March 28	Monday	College Closed (Easter Monday)
March 29	Tuesday	Last day to withdraw from Winter term for regular term courses
April 15	Friday	Last day of classes for Certificate, Diploma, and University programs
April 18-22	Monday-Friday	Final exams for Certificate, Diploma, and University programs
April 29	Friday	End of Winter semester for academic programs

**Authorization**

---

Cristina Fuentes, Instructor

---

Gina Jackson, Chair

Date Authorized

---

Guy Harmer, Dean

Date Authorized

**Signed copies to be delivered to:**

Instructor

Registrar's Office