

**OA 146 A – Microsoft Word - Specialist and Document Preparation II**

3 credits, 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 in several styles and lengths, 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 manual, 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, Tuesday, and Friday	12:00 p.m. – 12:50 p.m.
Wednesday	2:00 p.m. – 2:50 p.m.
Thursday	5:00 p.m. – 5:50 p.m.

**Hours of Instruction**

Tuesday	1:00 p.m. – 3:50 p.m.	Computer lab S107
Friday	10:00 a.m. – 11:50 a.m.	Computer lab S107

**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**

Upon successful completion of this course, the student shall be able to:

- Transfer basic word processing concepts learned to new situations.
- Utilize the Canada Post Corporation website as a resource for preparing mailable documents.
- Format and key single page and multiple-page business letters in the various letter and punctuation styles presented.
- Prepare and print labels and envelopes in the inside address style and in the Canada Post Corporation style.
- Perform a merge operation to generate form letters, mailing labels, envelopes, and directories.
- Format and key interoffice memoranda and transfer concepts learned to prepare and format e-mails.
- Build on previously learned table concepts to create and format documents in the table format.
- Create a newsletter with pull-quotes and graphics.
- 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.
- Demonstrate organization skills by submitting assignments and completing quizzes at the specified times.

**Evaluation**

Participation.....	10%
Assignments.....	20%
Tests.....	30%
Final Exam.....	40%
<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

**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](http://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 Accessibility 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**

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Cristina Fuentes, Instructor

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Nermin Zukic, Chair

Date Authorized

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Vincella Thompson, Dean

Date Authorized

**Signed copies to be delivered to:**

Instructor  
Registrar's Office