

OA 146A/B Microsoft Word – Specialist & Document Preparation II

3 Credits, 16 weeks, 5 hours lecture

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.

Prerequisite: OA 118 and OA 145

Instructor

Gayle Neil
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Office Hours

Monday 1:00 PM to 2:30 PM
Tuesday 12:00 PM to 1:30 PM
Wednesday 1:30 PM to 2:30 PM
Thursday 11:30 PM to 12:30 PM

Lecture/Lab Hours Group A

Wednesday	10:00am-11:50am	267
Thursday	8:00am-9:50am	267
Friday	8:00am-8:50am	267

Lecture/Lab Hours Group B

Monday	3:00 - 4:50	267
Tuesday	2:00 - 3:50	267
Thursday	10:00 -10:50	267

Required Resources

Microsoft Word 2010 - Complete, Shelly/Vermatt, and SAM 2010 v.2.0 Bundle ISBN: 1133396119

The Gregg Reference Manual (Provided Via Moodle Download)

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, e-mail, and SAM Moodle course resources.

Microsoft Word – Specialist & Document Preparation II**Course Outcomes**

After mastering the course outcomes the student 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-quote 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

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

Assignments	25%
Quizzes	45%
Attendance	5%*
Final Exam	<u>25%</u>
Total	100%

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

*Please see the Attendance Policy for full guidelines.

Proposed Schedule Overview

Please refer to the course schedule in iLearn for the scheduled topics, assignment due dates and the dates of quizzes.

This course outline may be modified at the instructor's discretion to facilitate unforeseen constraints and/or student progress.

Week 1- Course Overview/Moodle - The Personal Business Letter	Week 8- Tables
Week 2- The Basic Business Letter	Week 9- Continuation Pages, Lists and Enumerations
Week 3 – Employment Documents	Week 10- Chapter 7 Creating a Newsletter
Week 4- Chapter 6- Mail Merging	Week 11- Chapter 7 Continued
Week 5- Chapter 6 Continued	Week 12- Make-up/Review Week
Week 6- Additional Letter Parts	Week 13- Review Week
Week 7- Tabs	

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*Note: Students are responsible for all chapter content as outlined on Moodle (i.e. AYK, EYK and MRI activities)

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

Performance Requirements

Assignments are an opportunity to receive feedback on the concepts learned. Assignments are to be submitted at the beginning of class on the due date. Assignments are intended to represent each individual student's work at a specific point in the learning process. Some assignments will be completed in-class. Students who miss submitting assignments miss an opportunity to demonstrate skills learned and receive graded feedback.

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 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. Please refer to pages 32 to 36 of the Credit Calendar.

*** OA146 Attendance Policy**

A portion of the students mark will reflect their class attendance. This is to encourage the student's accountability with their attendance. **Students** who miss classes are responsible for the course content for that class. They will provide an email notification of their absence within 8 hours of the class day (8am-4pm) or prior to class if possible. Any Assignments/Projects not handed in within a week of the due date will result in a mark of Zero.

Students may have ONE pass for providing a doctor's note for any missed Quiz day.

Quizzes are intended to evaluate each student's progress at a specific point in the learning process. It is the responsibility of each student to make arrangements with your instructor before the quiz where special circumstances are involved. Students who miss quizzes miss an opportunity to demonstrate skills learned.

Microsoft Word – Specialist & Document Preparation II**Teaching and Learning Methodologies**

In OA 146 the learning environment will model the expectations of the workplace. Regular attendance is expected. Assignments and evaluation documents will be graded for completeness in terms of accuracy, format, and efficiency. A document may be determined unacceptable and receive no grade.

Student Preparation

Attendance 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 (pages 33-34 of the Credit 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
- 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

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

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 the Learner Assistance Program (LAP) Office at 780-792-5608 to initiate the process for documenting, assessing and implementing your individual accommodation needs. In addition, tutoring services are available at the SKILL Centre (Room 119)

Microsoft Word – Specialist & Document Preparation II**Important Dates to Remember**

Final = TBA

Dec. 25-31	College Closed (Christmas Break)
Jan. 1	College Closed (New Year's Day)
Jan. 6	Winter Semester begins for academic programs
Jan. 10	Friday Last day to add for academic programs/Winter semester fees due
Jan. 13	Winter late fee applied
Jan. 17	Last day to drop for academic programs/Last day to withdraw from full year courses without academic penalty
Jan. 31	Last day to withdraw with a 50% refund
Feb. 17	College closed (Family Day)
Feb. 24 – Feb. 28	Reading Week, No classes for academic programs
March 7	Last day to withdraw without academic penalty
April 17	Last day of classes for Certificate
April 18	Good Friday
April 21	Easter Monday
April 22-30	Final Exams for Certificate
May 10	Convocation

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 Chairperson.

Instructor Name, Instructor

Chairperson Name, Chairperson Date Authorized

Dean Name, Dean Date Authorized

Signed copies to be delivered to:

- Instructor
- Registrar’s Office