

**OA146 Microsoft Word and 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**

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**Office Hours**

Monday 1:00pm-3:00pm  
Tuesday 2:00pm-3:00pm  
Thursday 1:00pm-3:00pm

**Hours of Instruction**

<b>Section A</b>	<b>Section B</b>
Tuesday 10:00am-11:50am S107	Monday 11:00am-12:50pm S107
Wednesday 3:00pm-3:50pm 267	Wednesday 1:00pm-1:50pm S107
Friday 1:00pm-2:50pm 267	Thursday 10:00am-11:50am 267

**Required Resources**

**Microsoft Word 2010 - Complete**, Shelly/Vermatt, ISBN: 1133396119  
The Gregg Reference Manual

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

**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 30%

Quizzes 40%

Final Exam 25%

Attendance 5%

Total 100%

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

### OFFICE ADMINISTRATION GRADING SYSTEM:

<b>Descriptor</b>	<b>Alpha Grade</b>	<b>4.0 Scale</b>	<b>Percent</b>
<i>Excellent</i>	A+	4.0	> 98.9
	A	4.0	95 – 98.9
	A-	3.7	90 – 94.9
<i>Good</i>	B+	3.3	85 – 89.9
	B	3.0	80 – 84.9
	B-	2.7	75 – 79.9
<i>Satisfactory</i>	C+	2.3	70 – 74.9
	C	2.0	65 – 69.9
	<b>Progression</b>	C-	1.7
<i>Poor</i>	D+	1.3	55 – 59.9
<i>Min Pass</i>	D	1.0	50 – 54.9
<i>Failure</i>	F	0.0	< 50

### Proposed Schedule of Topics

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.**

<b>Week 1</b> Jan. 5-9	- Course Overview/Moodle - Tabs	<b>Week 8</b> March 2-6	- Chapter 6- Mail Merging
<b>Week 2</b> Jan. 12-16	- Tables	<b>Week 9</b> March 9-13	- Chapter 6 Continued
<b>Week 3</b> Jan. 19-23	- Personal Business Letter	<b>Week 10</b> March 16-20	- Chapter 6 Continued
<b>Week 4</b> Jan. 26-30	- The Basic Business Letter (Letter Arrangement)	<b>Week 11</b> March 23-27	- Memos
<b>Week 5</b> Feb. 2-6	- Additional Letter Parts and Envelopes	<b>Week 12</b> March 30-April 3 <b>April 3 Holiday</b>	- Chapter 9 Creating a Reference Document with Table of Contents and an Index
<b>Week 6</b> Feb. 9-13	- Employment Documents	<b>Week 13</b> April 6-10 <b>April 6 Holiday</b>	- Chapter 9 Continued
<b>Week 7</b> Feb. 16-20 <b>Feb. 16 Holiday</b>	- Continuation Pages, Lists and Enumerations	<b>Week 14</b> April 13-17	Review Week
<b>Feb. 23-27</b>	Reading Week		

**Please Note:**

Date and time allotted to each topic is subject to change. 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.

**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.