

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

Madeleine Leger

S111D

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Office Hours

Monday 10:00 a.m. to 10:50 p.m.
 Tuesday..... 11:00 a.m. to 11:50 a.m.
 Tuesday..... 3:00 p.m. to 3:50 p.m.
 Wednesday..... 11:00 a.m. to 11:50 a.m.
 Friday 9:00 a.m. to 9:50 a.m.

Lecture/Lab Hours Group A

Monday 2:00 p.m. to 3:50 p.m. Lab S207
 Thursday 11:00 a.m. to 11:50 a.m. Lab S207
 Friday 1:00 p.m. to 2:50 p.m. Lab S207

Lecture/Lab Hours Group B

Monday 11:00 a.m. to 12:50 p.m. Lab S207
 Tuesday..... 12:00 p.m. to 12:50 p.m. Lab S205
 Thursday 9:00 a.m. to 10:50 a.m. Lab S205

Required Resources

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

The Gregg Reference Manual Eighth Canadian Edition

Sabin/Millar/Strashok/Sine

ISBN: 978-0-07-071418-2

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.

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Course Outcomes

After mastering the course outcomes the student will be able to:

1. transfer basic wordprocessing concepts learned to new situations.
2. utilize the Canada Post Corporation website as a resource for preparing mailable documents.
3. utilize The Gregg Reference Manual as a resource for preparing mailable documents.
4. format and key single page and multiple-page business letters in the various letter and punctuation styles presented.
5. prepare and print labels and envelopes in the inside address style and in the Canada Post Corporation style.
6. perform a merge operation to generate form letters, mailing labels, envelopes, and directories.
7. format and key interoffice memoranda and transfer concepts learned to prepare and format e-mails.
8. build on previously learned table concepts to create and format documents in the table format.
9. create a newsletter with pull-quote and graphics.
10. 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.
11. 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	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	OA %	Alpha Grade	GradeDescriptions
Excellent	A+	4.0	99 – 100	A	Outstanding performance, indicating superior understanding of subject matter and concepts.
	A	4.0	95 – 98		
	A-	3.7	90 – 94		
Good	B+	3.3	85 – 89	B	Very good to good performance, indicating thorough understanding of subject matter and concepts.
	B	3.0	80 – 84		
	B-	2.7	75 – 79		
Satisfactory	C+	2.3	70 – 74	C	Demonstrates an acceptable understanding of subject matter and concepts.
	C	2.0	65 – 69		
Minimum Pass	C-	1.7	60 – 64		
	D+	1.3	55 – 59	D	Unacceptable level of understanding of subject matter and concepts.
	D	1.0	50 – 54		
	F	0.0	0 – 49	F	

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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. Assignments are to be submitted at the beginning of class on the due date. A deduction of 5% per day including weekends will be applied to late assignments. Assignments more than three-days late will automatically receive a zero. No late assignments will be accepted once they have been graded and returned to the class.

Attendance - Students who miss classes are responsible for the course content for that class and for ensuring that they are prepared for the next class, including the completion of any assignments and quizzes.

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 illness and special circumstances are involved. Missed quizzes must be completed within two days. Students who miss quizzes miss an opportunity to demonstrate skills learned. No late quizzes will be completed once they have been graded and returned to the class.

Academic Misconduct - It is the student's responsibility to familiarize and follow the Academic Misconduct policy as outlined in the Keyano College Calendar that states, "Students are considered to be responsible adults and should adhere to principles of intellectual integrity." The calendar identifies forms of intellectual dishonesty to include plagiarism, the use of unauthorized aids in assignments or exams, and the unauthorized collaboration with others in preparing work. College policy for penalties for intellectual dishonesty "may range from a verbal reprimand to dismissal from the College [...]". Please refer to pages 36 -40 of the Keyano College Calendar for more details.

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 unavailable and receive no grade.

Proposed Schedule

Week	Topic	Resource	Evaluation
Week 1	Outline Personal Business Letter	Handout Gregg Reference Manual Handout	Assignment Quiz
Week 2 Week 3	Employment Documents/Tables	Gregg Reference Manual Handout	Assignment Quiz
Week 4 Week 5	Business Letters	Gregg Reference Manual Handouts	Assignments Quizzes
Week 6 Week 7	Tabs/Tables	Gregg Reference Manual Handouts	Assignments Quiz
Week 8	Reading Week		
Week 9 Week 10 Week 11	Merging	Microsoft Word 2010 Textbook - Chapter 6	Assignments Quiz
Week 12 Week 13	Newsletters	Microsoft Word 2010 Textbook - Chapter 7	Assignments Quiz
Week 14	Review		

Please refer to the detailed course schedule in Moodle 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.**

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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