

OA 215 A Word Expert

3 Credits, 16 Weeks, 3 hours per week

Students will learn advanced features of Microsoft Word 2010. Office tasks will be automated to increase efficiency through the use of autotext, fields, styles, macros, mail merge, outlines, indexes, templates, and program customizing. Students will format formal reports and proposals.

Prerequisites: OA 119 and OA 146 or equivalent

Instructor

Cristina Fuentes

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Hours of Instruction

Wednesday 12:00 p.m. – 2:50 pm

Room S205

Office hours

Tuesday	11:00 a.m. – 12:00 p.m.
Wednesday	10:00 a.m. – 11:00 a.m.
Thursday	9:00 a.m. – 10:00 a.m. & 1:00 p.m. – 2:00 p.m.
Friday	9:00 a.m. – 10:00 a.m.

Required Resources

New Perspectives on Microsoft Office Word 2010, Comprehensive, Zimmerman, Shaffer, Pinard; Thomson Course Technology

Gregg Reference Manual, Canadian Edition; Sabin, Millar, Sine, Strashok

Course Outcomes

The students will be able to:

1. Automate the creation and formatting of business documents.
2. Create multiple-page reports with sections, alternating headers and footers, and utilize templates.
3. Use desktop publishing features to create newsletters.
4. Create proposals using styles, outlines, footnotes, and table of contents.
5. Create form letters and mailing labels using merge and database features.
6. Customize and automate Word using templates, autotext, autocorrect, toolbars, fields, and macros.
7. Create on-screen forms using form fields and calculations within tables.
8. Manage long documents through the use of cross-references, document comments, indexes, and bibliographies.
9. Produce mailable documents that follow acceptable business formatting guidelines within a given time period.
10. Troubleshoot software related problems.

Evaluation

In Class Activities.....	5%
Assignments.....	64%
Quizzes.....	14%
Final Exam.....	17%
Total.....	100%

Office Administration Grading System

Descriptor	Alpha Grade	4.0 Scale	OA %
<i>Excellent (90% - 100%)</i>	<i>A+</i>	<i>4.0</i>	<i>99 – 100</i>
	<i>A</i>	<i>4.0</i>	<i>95 – 98</i>
	<i>A-</i>	<i>3.7</i>	<i>90 – 94</i>
<i>Good (75% - 89%)</i>	<i>B+</i>	<i>3.3</i>	<i>85 – 89</i>
	<i>B</i>	<i>3.0</i>	<i>80 – 84</i>
	<i>B-</i>	<i>2.7</i>	<i>75 – 79</i>
<i>Satisfactory (60% - 74%)</i>	<i>C+</i>	<i>2.3</i>	<i>70 – 74</i>
	<i>C</i>	<i>2.0</i>	<i>65 – 69</i>
<i>Progression/ Minimum Pass</i>	<i>C-</i>	<i>1.7</i>	<i>60 – 64</i>
	<i>D+</i>	<i>1.3</i>	<i>55 – 59</i>
	<i>D</i>	<i>1.0</i>	<i>50 – 54</i>
	<i>F</i>	<i>0.0</i>	<i>0 – 49</i>

The minimum standard for passing this course is a grade of C- (60%)

Performance Requirements

Assignments are to be submitted to the instructor on the dates specified during class. Five (5) percent will be deducted for each day the assignment is late to a maximum of three days late (including weekends). Assignments more than three days late will receive a zero.

Students who **miss classes** are responsible for course content for that class.

It is the student's responsibility to 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.

It is important for students to keep up with the course material so that they have a richer and more successful learning experience, and not fall behind. This is especially important in a short course such as this one.

Teaching and Learning Methodologies

Class will be held in a Computer Lab environment. Concepts and terminologies will be introduced and covered in class. Students are required to work both in class and outside of classroom to reinforce the newly acquired knowledge. Students are required to attend all classes.

Note: This course outline may be modified at the instructor's discretion to facilitate unforeseen time constraints.

Dates to Remember:

September 3 Monday:	College closed (Labour Day)
September 4 Tuesday:	Orientation Day
September 5 Wednesday:	Fall semester begins for academic programs Tuition deposit is non-refundable as of the first day of classes
September 11 Tuesday:	Last day to add course(s) for academic programs Fall semester fees due. Tuition is due October 26 th if part time and registered only in this course, otherwise it is due September 13 th .
October 8 Monday:	College closed (Thanksgiving Day)
October 28 Friday:	Last day to drop the OA180 course
November 12 Monday:	College closed (Remembrance Day)
November 19 Monday:	Last day to withdraw from OA180 without academic penalty
December 7 Friday:	Last day of classes for Certificate, Diploma, and University programs
December 10 – 19:	Final Exams for Certificate, Diploma, and University programs
December 25 – January 1:	College closed (Christmas Break)

Note: Refer to pages 8-9 of the Keyano College calendar for additional academic schedule dates. Students should check with Student Services about Adding/Dropping course dates and notify them about any decision they make.