Course Outline

Business Department/Office Administration Certificate

Fall, 2013

OA 215 A Word Expert

3 Credits, 16 Weeks, 3 hours per week

Course Description

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
Office location: Syncrude Technology Centre, Office S111B
Phone number: 780-791-8939
cristina.fuentes@keyano.ca

Hours of Instruction

Friday 10:00 a.m. – 12:50 pm
Room S107

Office hours

Monday, Tuesday & Thursday  7:00 a.m. – 7:50 p.m.
Wednesday       11:00 a.m. – 11:50 a.m.
Friday           1:00 p.m. – 2:00 p.m.

Required Resources


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.
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 documents that can be sent by mail and follow acceptable business formatting guidelines within a given time period.
10. Troubleshoot software related problems.

Evaluation
Participation________________________5%
Tutorial Assignments
  Tutorial 4 ________________5%
  Tutorial 5 ________________6%
  Tutorial 6 ________________10%
  Tutorial 7 ________________9%
  Tutorial 8 ________________13%
  Tutorial 9 ________________11%
  Tutorial 10 ________________10%
Total Assignments ________________64%
Quizzes ____________________________14%
Final Exam __________________________17%
Total______________________________100%
Office Administration Grading System

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>OA %</th>
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</thead>
<tbody>
<tr>
<td><strong>Excellent (90% - 100%)</strong></td>
<td>A+</td>
<td>4.0</td>
<td>99 - 100</td>
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<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>95 - 98</td>
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<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>90 - 94</td>
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<tr>
<td><strong>Good (75% - 89%)</strong></td>
<td>B+</td>
<td>3.3</td>
<td>85 - 89</td>
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<tr>
<td></td>
<td>B</td>
<td>3.0</td>
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<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>75 - 79</td>
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<td><strong>Satisfactory (60% - 74%)</strong></td>
<td>C+</td>
<td>2.3</td>
<td>70 - 74</td>
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<tr>
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<td>C</td>
<td>2.0</td>
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<tr>
<td><strong>Progression/ Minimum Pass</strong></td>
<td>C-</td>
<td>1.7</td>
<td>60 - 64</td>
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<td>55 - 59</td>
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<td>0 - 49</td>
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</tbody>
</table>

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

**Performance Requirements**

**Assignments** – They are to be submitted to the instructor by 10p.m. on the assignment due date. Five (5) percent will be deducted for each day the assignment is late to a maximum of three days (including weekends). Assignments more than three days late will automatically receive a zero.

**Quizzes and tests** – These are to be taken on the date specified by the instructor. Students who miss a quiz/test due to illness are required to notify the instructor prior to the evaluation whenever possible and to take the quiz/test within 48 hours of the original date, otherwise it is mandatory to bring a doctor’s note to be eligible to take it. Students who miss a quiz/test for any reason other than illness are required to notify the instructor at least 72 hours before the quiz/test to set an alternate date to take it.

**Attendance Policy** – It is the responsibility of each student to be prepared for all classes. Students who miss class are responsible for course content for that class and for ensuring that they are prepared for the next class.
**Academic Misconduct** - It is the students’ 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 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

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**

All classes will be held in a Computer Lab environment. Concepts and terminology will be introduced and covered in class. Students are required to work both in class and outside of the classroom to reinforce the newly acquired knowledge. This is not an online course and Moodle is used only as a resource. **Students are required to attend all classes.**

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

**Important Dates:**

- **September 2 Monday:** College closed (Labour Day)
- **September 3 Tuesday:** Orientation Day
- **September 4 Wednesday:** Fall semester begins for academic programs
  Tuition deposit is non-refundable as of the first day of classes
- **September 9 Monday:** Last day to drop the OA110 course
- **September 10 Tuesday:** Last day to add courses for academic programs
  Fall semester fees due
- **October 14 Monday:** College closed (Thanksgiving Day)
- **October 25 Friday:** Last day to withdraw without academic penalty
- **November 11 Monday:** College closed (Remembrance Day)
- **December 25 – January 1:** College closed (Christmas Break)
Notes: Refer to pages 8-9 of the Keyano College calendar for academic schedule dates. Students should check with Students Services about Adding/Dropping course dates and notify them about any decision they make.