OA 215 I Word Expert

3 Credits, 16 Weeks

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
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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

Microsoft Office Word 2010, Comprehensive, New Perspectives Series, Zimmerman, Shaffer, Pinard; Thomson Course Technology, ISBN 978-0-538-74892-6

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 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

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

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

Assignments – They are to be submitted to the instructor by the due date indicated on Moodle's calendar. 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. In case an extension is required, the student is responsible to contact the instructor **prior to the assignment due date** to ask permission. In addition, a signed request for extension, including the extenuating circumstances, must be submitted at that time or as soon as possible.

Quizzes/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 a doctor's note is mandatory 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 online at least two (2) or three (3) times a week and complete all assignments/discussions within the given time frame. Students can work at their own pace, however they should respect the due dates set by the instructor to accommodate both student and instructor's workload.

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 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 classroom to re-enforce 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:

Please 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.