

Business Department / Office Administration Diploma

Winter Semester, 2014

OA 231 Office Automation I

2 Credits, 16 weeks, 3 hours per week

Course description

This course will examine the changes in technology that provide a foundation for electronic processing and integrated office systems. Students will integrate the Microsoft Office Suite applications to create professional-quality documents and will integrate MS Office with the Internet. Also, students will learn to work within a network environment including proficiently communicate and organize information using Microsoft Outlook.

Instructor

Cristina Fuentes

Office location: Syncrude Technology Centre Office S111B

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Office hours

Monday 1:00pm – 1:50pm
Tuesday, Wednesday, & Thursday 7:00am – 7:50am

Hours of Instruction

Thursday 8:00am – 10:50pm

Required Resources

Go! With Microsoft Outlook 2010 Comprehensive, Gaskin, Vargas and Graviett, 1st edition, ISBN 978-0-13-279128-1

Skills for Success with Integrated Projects Getting Started, Hain, Catherine, ISBN: 978-0-13-511288-5

Additional Resources:

USB

Course Outcomes

Students will be able to:

1. Define network concepts and configurations.
2. Proficiently search the Internet and the World Wide Web.
3. Manage printers and files in a network environment.
4. Send, receive, and organize electronic mail.
5. Use electronic scheduler to organize appointments and tasks, and schedule meetings and other resources.
6. Link and embed files and objects.
7. Add links for documents, mailing, and a World Wide Web Page.
8. Create, share, and protect documents within a workgroup.
9. Merge documents using alternate data source.
10. Easily manipulate and share data within the Microsoft Office Suite applications.
11. Improve work habits in order to increase efficiency.
12. Troubleshoot software problems.

Evaluation

Assignments.....	30%
Discussions.....	15%
Tests.....	25%
Final Project.....	30%
Total.....	100%

Office Administration Grading System

<i>Descriptor</i>	<i>Alpha Grade</i>	<i>4.0 Scale</i>	<i>OA %</i>
<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 – They are to be submitted to the instructor on the scheduled assignment due date. Ten (10) 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 contact the Skill center to book accommodation 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 circumstances 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. Alternate dates are approved at the instructor's discretion. Students who miss a quiz/test and do not notify the instructor prior to the evaluation will automatically receive zero.

Attendance Policy – It is the responsibility of each student to be prepared for and attend all classes. Students who miss class are responsible for the course content, assignments or tests missed 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 circumstances.*

Tentative Schedule

Week	Topic Coverage	Evaluation
One Jan 7 - 11	Introduction to the course Internet - Internet Research Document	Internet Assignment (due Jan 23)
Two Jan 14 - 18	Internet - Internet Research Document (cont'd)	2 Discussions
Three Jan 21 - 25	A look at Technology Tools	Networks Research Presentation (due January 30)
Four Jan 28 – Feb 1	A look at Technology Tools (cont'd)	2 Discussions
Five Feb 4 - 8	Wikis	Wiki 2 Discussions
Six Feb 11 - 15	Outlook Chapter 1	Chapter 1 Assignment (Project 1B) Chapter 1 Quiz Chapter 1 Discussion
Seven Feb 18 - 22	Outlook Chapter 2	Chapter 2 Assignment (Project 2F) Chapter 2 Quiz Chapter 2 Discussion
Eight Feb 25 - Mar 1	READING WEEK – NO CLASSES	READING WEEK – NO CLASSES
Nine Mar 4 - 8	Outlook Chapter 3	Chapter 3 Assignment (Project 3C) Chapter 3 Quiz Chapter 3 Discussion
Ten Mar 11 - 15	Outlook Chapter 4	Chapter 4 Assignment (Project 4C) Chapter 4 Quiz Chapter 4 Discussion
Eleven Mar 18 - 22	Outlook Chapter 5	Chapter 5 Assignment (Project 5B) Chapter 5 Quiz Chapter 5 Discussion
Twelve Mar 25 – 29	Integration Chapter 1 - Skills 1-10, More Skills 11-14	
Thirteen Apr 1 - 5	Integration Chapter 1 - Skill Check 1, Skill Check 2	Chapter 1 Assignment (Assess your Skills 1-4) Chapter 1 Quiz
Fourteen Apr 8 - 12	Integration Chapter 2 - Skills 1-10, More Skills 11-14	
Fifteen Apr 15 – 19	Integration Chapter 2 - Skill Check 1, Skill Check 2	Chapter 2 Assignment (Assess your Skills 1-4) Chapter 2 Quiz
Sixteen Apr 22 - 26	Final Exams	Final Exams

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