OA 231 Office Automation

2 Credits, 16 weeks, 3 hours per week
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.
Prerequisites: OA 108 Accounting I

Instructor

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

Office Hours

Monday and Friday 10:00am – 10:50am
Wednesday 10:00am – 11:50am
Tuesday 12:00pm – 12:50pm

Hours of Instruction

Monday 11:00am – 1:50pm Room S107

Required Resources


Course Outcomes

After the completion of this course, 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.
8. Create, share, and protect documents within a workgroup.
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

Attendance 5%
Class Participation/Discussions 10%
Assignments 30%
Quizzes 20%
Final Project 35%

Total 100%

A grade of C- is required for progression or transfer.

Grading System

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>OA %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excellent (90% - 100%)</strong></td>
<td>A+</td>
<td>4.0</td>
<td>99 – 100</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>95 – 98</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>90 – 94</td>
</tr>
<tr>
<td><strong>Good (75% - 89%)</strong></td>
<td>B+</td>
<td>3.3</td>
<td>85 – 89</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
<td>80 – 84</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>75 – 79</td>
</tr>
<tr>
<td><strong>Satisfactory (60% - 74%)</strong></td>
<td>C+</td>
<td>2.3</td>
<td>70 – 74</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>2.0</td>
<td>65 – 69</td>
</tr>
<tr>
<td><strong>Progression/ Minimum Pass</strong></td>
<td>C-</td>
<td>1.7</td>
<td>60 – 64</td>
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<tr>
<td></td>
<td>D+</td>
<td>1.3</td>
<td>55 – 59</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>1.0</td>
<td>50 – 54</td>
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<tr>
<td></td>
<td>F</td>
<td>0.0</td>
<td>0 – 49</td>
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Important note: This course outline may be modified at the instructor’s discretion to facilitate unforeseen circumstances.
Performance Requirements

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes students’ learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and/or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- 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
- Handing in the same unchanged work as submitted for another assignment

Penalties for academic offences range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

Specialized Supports

Counselling and Disability Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.

Important dates to remember

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>First Day of Class</td>
<td>January 5</td>
</tr>
<tr>
<td>Last day to ADD Courses</td>
<td>January 9</td>
</tr>
<tr>
<td>Tuition is due ($100 late fee charged after this date)</td>
<td>January 9</td>
</tr>
<tr>
<td>Last day to DROP Courses with full refund ($100 deposit is non-refundable)</td>
<td>January 16</td>
</tr>
<tr>
<td>Last day to WAIVE health &amp; dental plan (new winter students only)</td>
<td>January 16</td>
</tr>
<tr>
<td>Last day to WITHDRAW with a refund (50%)</td>
<td>February 13</td>
</tr>
<tr>
<td>Last day to WITHDRAW (Grade of W)</td>
<td>March 30</td>
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</table>
Authorization
This course outline has been reviewed and approved by the Program Chair.

_____________________________________________________
Cristina Fuentes, Instructor

_____________________________________________________
Gina Langager, Chair                                      Date Authorized

_____________________________________________________
Guy Harmer, Dean                                           Date Authorized

Signed copies to be delivered to:
Instructor
Registrar’s Office