

**OA 146 A – Microsoft Word Specialist and Document Preparation II**

3 Credits, 5 Hours

Word processing software will be used to develop skills in document preparation. A varied selection of documents will be prepared including letters, memoranda, envelopes, basic reports with headings and subheadings, and tables in a variety of uses. Merge basics will be introduced and resumes will be prepared in table format with the automated table feature. Students will also develop skills in utilizing resources including a reference manual, postal website, and handouts as a guide to well formatted documents. An emphasis will be placed on the efficient and accurate preparation of *mailable* documents.

*Prerequisites: OA 118 and OA 145*

**Instructor**

Uylander Jack

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**Office Hours**

Monday to Thursday 12:00 – 02:50 PM

Wednesday 02:00 – 02:50 PM

**Hours of Instruction**

Tuesday 10:00 – 11:50 AM, Computer lab S107

Thursday 09:00 – 11:50 AM, Computer lab S107

**Required Resources****OA Certificate Technical Courses, Fall & Winter Semesters**

Nelson, 2018. ISBN: 978-0-17-678471-3

(Available at the Bookstore ONLY)

**SAM (Skills Assessment Manager)****The Gregg Reference Manual**

9th Canadian Edition

Sabin, Millar, Strashok & Sine. ISBN: 1259105466

**Important:** The Gregg Reference Manual is a **mandatory** component of the course. Students are responsible to ensure access to a **hard copy** of the correct edition of the manual **at the beginning** of the term to avoid the loss of marks.

Stapler

Earbuds/headphones

Binder

USB device

**Course Outcomes**

Upon successful completion of the course, the student shall be able to:

1. Transfer basic word processing concepts learned to new situations.
2. Utilize the Canada Post Corporation website as a resource for preparing mailable documents.
3. Format and key single page and multiple-page business letters in the various letter and punctuation styles presented.
4. Prepare and print labels and envelopes in the inside address style and in the Canada Post Corporation style.
5. Perform a merge operation to generate form letters, mailing labels, envelopes, and directories.
6. Format and key interoffice memoranda and transfer concepts learned to prepare and format e-mails.
7. Build on previously learned table concepts to create and format documents in the table format.
8. Create a newsletter with pull-quotes and graphics.
9. Produce and edit documents utilizing the formatting procedures and software features presented in order to produce a mailable document within a reasonable amount of time.
10. Demonstrate organization skills by submitting assignments and completing quizzes at the specified times.

**Evaluation**

In-Class Projects.....	20%
Assignments.....	15%
Tests.....	30%
Final Exam.....	35%
<b>Total.....</b>	<b>100%</b>

*A grade of C- is required for progression.*

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

**Grading System**

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

**Proposed Schedule of Topics**

Refer to *Tentative Weekly Schedule* for information on topic coverage.

**Please note:** Date and time allotted to each topic is subject to change.

**Required Skills & Abilities**

Enrolment in the Office Administration program and courses, requires the following skills and abilities:

**Behavioural**

- Ability to work independently or as a member of a group or team
- Engage with self and others to create a safe environment.
- Respond appropriately in situations that are stressful or that involve conflict
- Ability to listen and follow instructions
- Ability to manage time and meet deadlines

**Cognitive**

- Remember and recall information over a brief period of time.
- Remember and recall information over an extended period of time.

**Environmental Ability** to function in the presence of each of the following commonly encountered and unavoidable environmental factors:

- distractions
- noise
- unpredictable behaviour of others

**Psychomotor**

- perform repetitive movements and tasks
- perform complex sequences of hand-eye coordination

**Technical**

- Ability to use a desktop/laptop computer
- Ability to navigate the college's online Learning Management System (Moodle) and other publisher-specific LMS.

**Performance Requirements****Student Responsibilities**

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

**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
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on [ilearn.keyano.ca](http://ilearn.keyano.ca). Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

### **Specialized Supports**

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre, Wellness Services and Student Life Department work together to support student success at Keyano College.

**Accessibility Services (CC167)** supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934.

**Skill Centre (CC119)** provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 8:30 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

**Wellness Services (CC260)** offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered

throughout the academic year addressing such topics as Mindfulness and Test Anxiety. Individual appointments can be made by calling 780-791-8934.

**Student Life Department (CC210)** is a place for students to go when they don't know who else can answer their questions. The staff will help students navigate barriers to success and if they don't know the answer, they will find it out. Student success is directly affected by how connected a student feels to their college. The student life department is there to help students get connected.

**Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.**