Course Outline

Office Administration Certificate

Fall Semester, 2019

OA 145 A - Microsoft Word & Document Preparation I

3 Credits, 5 hours per week

OA 145 is an introductory course that is designed to develop a thorough understanding and proficient skills in basic word processing concepts and functions. Students will learn the step-by-step procedures for creating and editing a word processing document; move, copy, find and replace text; efficient keyboard and mouse techniques for moving the insertion point, changing the view within a document, and selecting text; linking document text, and utilizing proofing tools including the spelling, grammar, thesaurus, and autocorrect tools. Introductory concepts related to character, paragraph, and document formatting will also be covered. An emphasis will be placed on efficiency and accuracy in the preparation and printing of assignments.

Co-requisite: OA 110 and OA 118

Instructor

Uylander Jack
Office location: Syncrude Technology Centre Office S111B
Phone number: 780-791-8939
Uylander.jack@keyano.ca

Office Hours

Monday – Friday	-	12:00pm – 12:50 pm

Hours of Instruction

Thursday 1:00 PM - 3:50 PM	Syncrude Centre, Room 107
Tuesday 1:00 PM - 2:50 PM	Syncrude Centre, Room 107

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) Access code included with custom textbook.

Other Resources

Ear buds/headphones
Binder

Important: SAM is a **mandatory** component of the course. Students are responsible to ensure access to SAM at the beginning of the term to avoid loss of marks.

Course Outcomes

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

1. Apply Operating System concepts to manage and organize files in a network environment, and on a personal storage device.
2. Create, format, and edit a document including entering text, apply paragraph, character, and page formats; insert and format pictures, and change document properties.
3. Change document settings including styles, line and paragraph spacing, headers and footers, character and paragraph alignment.
4. Utilize word processing features and commands to prepare a document with citations, footnotes, endnotes, Works cited page, sources, in various document styles.
5. Use word processing features and commands to edit and proofread word processing documents including cut, copy, paste, find and replace, check spelling and grammar, add to the dictionary and autocorrect, and research task pane options.
6. Enhance the appearance and readability of a document with shapes, WordArt, graphics, tables, borders, tab stops, indents, non-breaking hyphens and spaces, lists, watermarks, templates, columns, and symbols.
7. Follow oral and written instructions to create documents according to specified criteria within a specified amount of time.
8. Use terminology related to word processing and file management.
9. Produce documents effectively and efficiently.
10. Prepare documents for sharing and distribution.
11. Ensure that documents are proofread for typographical and format errors.

Evaluation

In-class projects	15%
Assignments	20%
Tests	30%
Final exam	35%
Total	**100%**

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

Grading System

Descriptor	Alpha Grade	4.0 Scale	OA %
Excellent (90% - 100%)	*A+*	*4.0*	*99 – 100*
	A	*4.0*	*95 – 98*
	A-	*3.7*	*90 – 94*
Good (75% - 89%)	*B+*	*3.3*	*85 – 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*

Proposed Schedule of Topics

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

Please Note:

Date and time allotted to each topic is subject to change.

Required Skills & Abilities for Office Administration program

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 a student's 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. 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.