

CUMBERLAND COUNTY COLLEGE

Course: OA 101: Office Administration

Credits: 3

Prerequisites: RD 100, EN 060

Description:

This course introduces the student to all functions of the computer keyboard. Topics include formatting letters and other documents as well a keyboarding business items with accuracy.

Learning Outcomes:

At the completion of this course, students will be able to:

- Key documents without looking at the keys
- Demonstrate the necessary formatting of basic office documents
- Create neat and errorless, attachable documents

Topical Outline:

- Language Art Skills
- Navigate in a File
- Business Letters
- Envelope Correspondence
- One-Page Business Reports
- Multi-page Business Reports
- Multi-page Academic Reports with Lists
- Rough Drafts
- Boxed Tables
- Open Tables
- Open Tables with Column Headings
- Ruled Tables with Numbered Columns
- Personal Titles and Complimentary Closings in Letters
- Personal Letters
- Memos and E-Mails with Lists
- Margins and Footnotes
- Reports in APA Style
- Study Reports in MLA Style
- Report Citations in in APA and MLA
- Preliminary Report Page: Tab-Set; Dot Leaders

Text: Ober, Johnson, Zimmerly (2010). *Gregg College Keyboarding & Document Processing* (11th Ed.). Glencore- McGraw Hill.

Student Assessment: Assessment may be accomplished through projects, portfolios, exams, presentations and/or papers.

Academic Integrity: Plagiarism is cheating. Plagiarism is presenting in written work, in public speaking, and in oral reports the ideas or exact words of someone else without proper documentation. Whether the act of plagiarism is deliberate or accidental [ignorance of the proper rules for handling material is no excuse], plagiarism is, indeed, a “criminal” offense. As such, a plagiarized paper or report automatically receives a grade of **ZERO** and the student may receive a grade of **F** for the semester at the discretion of the instructor.

Tutoring & Project Assist

If you are having difficulty with work in this class tutoring is available through the Center for Academic & Student Success. If you think that you might have a learning disability, contact Project Assist at 856.691.8600 x 1282 for information on assistance that can be provided to eligible students.

Before Withdrawing From This Course

If a student experiences adverse circumstances while enrolled in this course and considers withdrawing, s/he should see an advisor (division or advisement center) BEFORE withdrawing from the class. A withdrawal may cause harmful repercussions to completion rate standards and overall GPA which can limit or eliminate future financial aid in addition to causing academic suspension.