Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER, 2008

OA 2230 (0-0-5) – Advanced MS Word 2007 Desktop Publishing & Integrations – DISTANCE DELIVERY

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Prerequisite(s)/corequisite(s):

OA2280 MS Word 2007 Expert Level

Required Text/Resource Materials:

Signature Series: Advanced Microsoft Word 2007 Desktop Publishing: Grauer and Barber, PrenticeHall Publishing (available through GPRC Bookstore)
Windows XP or Windows Vista Operating System
Microsoft Office Suite 2007, including Word 2007, Excel 2007, Access 2007, PowerPoint 2007 and Publisher 2007. Student must have mail client software with attachment capabilities and high speed internet connection

Description:

Uses the expert level features of Microsoft Office Professional 2007 and Publisher 2007 software to produce integrated documents, desktop publishing documents and forms

Credit/Contact Hours:

75 hours

Delivery Mode(s):

Distance Delivery via the Internet, using Blackboard learning software. Student uploads assignments to student drive on GPRC server. E-mail and possible use of snail mail.

Objectives:

- Understand the desktop publishing process
- Prepare internal documents
- Create letterheads, envelopes, business cards
- Create personal documents
- Create promotional documents
- Create brochures, booklets, specialty documents
- Create PowerPoint presentations
- Create basic elements of newsletters
- Incorporate newsletter design elements

Grading Criteria:

Assignments: 20%

Tests and Quizzes: 30%

Final Project: 50%

- Final project consists of completion of a number of desktop publishing documents such as newsletters, brochures, programs, flyers, ads, fill-in forms, and additional documents. This final project will take place over the last two weeks of the term and your work will be saved to a local drive for marking.

Grades will be assigned on the Letter Grading System.

Administrative Technology Department

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4	90 – 100	EXCELLENT
A	4	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	76 – 79	
B	3	73 – 75	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C⁻	1.7	60 – 63	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services.