



Grande Prairie Regional College

Department: Office Administration

COURSE OUTLINE

OA 2230EC (0-0-5)– Advanced MS Word 2007

Desktop Publishing & Integrations – ON-LINE SECTION

Instructor: Diane Kinderwater

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Contact Hours: Please call or e-mail whenever you need assistance or have concerns. If I plan to be away from the above contact points, I will advise you via Moodle. Normally I can be reached within the hour. Please leave a message on my answering machine or e-mail. I check e-mails several times a day throughout the semester.

Prerequisite:

OA2280 MS Word 2007 Expert Level or permission of instructor. Previous Word 2007 training.

Credit/Contact Hours:

3 credits 75 hours

Delivery Modes:

Internet Delivery using Moodle Software, e-mail, telephone, possible use of snail mail for hard-copy color documents.

Supplies:

Binder to collect returned documents in preparation for OA2101 portfolio and notes.

Required Text:

Signature Series: Advanced Microsoft Word 2007 Desktop Publishing: Grauer and Barber, Prentice Hall Publishing (available through GPRC Bookstore)

Required Computer Hardware & Software:

This course requires Microsoft Office Professional Suite 2007 software, including Word 2007, Excel 2009, Access 2007, PowerPoint 2007. Microsoft Office Suite 2007: student version is available through the College bookstore (780 539-2926) or ultimatesteal.ca (must have current student ID to obtain software) and either Microsoft XP or Vista Operating System, high-speed internet access, client e-mail account with attachment capabilities, and access to a color printer for hands-on document preparation for subsequent course in Office Administration program. Personal client e-mail account such as Hotmail is acceptable for this course.

Description:

This course focuses on advanced Word 2007 features, emphasizing desktop publishing terminology and concepts. Integration with other MS Office software such as Access, Excel and PowerPoint allows the Desktop Publisher to create professional-looking documents efficiently. If required, module on MS Publisher software may be covered.

Goals:

- To function effectively in a productive and efficient office environment
- To use computer software and hardware to produce effective business documents
- To design and produce professional-looking documents using MS Office 2007
- To effectively integrate MS Office software components.

Objectives:

The student will:

- Evaluate design elements in a desktop published document for the appropriate use of focus, balance, proportion, contrast, directional flow, consistency, color, and page layout
- Produce internal business documents such as signs, fax cover sheets, agendas, memos, press releases, using a variety of typefaces, typestyles, type sizes and symbols
- Produce business letterheads, envelopes, and business cards using a variety of templates, fonts, ruled lines, and automatic features of Word 2007.
- Create calendars, CD covers, personal address labels and award certificates using a variety of graphic features
- Produce promotional documents such as flyers and announcements using Word 2007 advanced features
- Create letter-fold and single-fold brochures
- Create specialty promotional documents such as tickets, postcards, business greeting cards, nametags, flyers and invitations

- Create newsletters using students' own designs that incorporate desktop publishing concepts and Word 2007 features. (students define, create and incorporate headers/footers, tables of contents, mastheads, sidebars, pull quotes, kickers, end signs, jump lines, captions, vertical lines and spot color into their newsletters)
- Use Microsoft Office Online templates and clipart

The student will also:

- Accept responsibility for back-up routines and preventive maintenance routines on their computer
- Expect that unforeseen problems will arise from the use of computer hardware or software and endeavor to resolve those problems
- Exhibit ethical behavior with respect to copyright on software, course materials on Blackboard, and sharing of computer disks and information
- Exhibit business standards of behavior with respect to time management, positive attitude and respect for others.

Grading Criteria:

Assignments:	20% (end of chapter assessments)
Tests and Quizzes:	30% (Unit Performance Assessments)
Final Exam:	50%

Grades will be assigned on the Letter Grading System.

Office Administration 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.