



Grande Prairie Regional College

Department: Office Administration

COURSE OUTLINE

OA 2230EC (ECampus) (0-0-5)– Advanced MS Word 2010

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 2010 Expert Level or permission of instructor. Previous Word 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 2010 Desktop Publishing: Joanne Arford, Paradigm Publishing (available through GPRC Bookstore) This text includes a CD contained inside the back cover, which contains student datafiles required for the course. E-books are also available if you prefer the electronic edition. It is web-based and password-protected and available at <https://paradigm-educators.emcpublishingllc.com/catalog/product/view/id/370>

Required Computer Hardware & Software:

This course requires Microsoft Office Professional Plus Suite 2010 software, including Word 2010, Excel 2010, Access 2010, PowerPoint 2010. Microsoft Office Professional Plus 2010 student version is available by going to <http://www.microsoft.com/student/office/en-ca/default.aspx> (you must have current student ID to obtain software) and either Microsoft Windows 7, Windows XP Service Pack 3 or Vista Operating System, high-speed internet access, 1 Gig of RAM, with a 1 GHz processor (or faster), a DVD drive and minimum of 15 GB of available hard-disk space, with a computer mouse. You will need 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, in addition to your GPRC student e-mail account. This will be backup in the event of technical problems while you may be completing exams or quizzes on-line.

Description:

This course focuses on advanced Word 2010 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 Word 2010
- To effectively integrate MS Office 2010 Professional Plus 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 2010.
- 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 2010 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 2010 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)
- Access and download Microsoft Office 2010 Online templates and clipart
- Manage Word 2010 document files and folders using a Windows 7 operating system
- Produce and enhance business and personal documents with variable page layouts using such features as Cover Pages, Themes, Quick Styles, Shapes, Word Art, Smart Art, Quick Parts, picture Tools, and Table Tools.

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 Moodle, and sharing of computer disks and information
- Complete all chapter exercises, chapter assignments and re-dos, chapter on-line quizzes and Unit Performance Assessments before requesting final exam
- Exhibit business standards of behavior with respect to time management, prioritizing of tasks, positive attitude and respect for others.

Grading Criteria:

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

NOTE: all assignments as outlined on the Assignment Sheet must be completed and submitted for marking before Final Exam can be taken.

Grades will be assigned on the Letter Grading System as follows:

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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.