Grande Prairie Regional College

School of Business

Department: Administrative Technology

OA2230 M3 (0-0-5)Advanced

MS Word 2003 Desktop Publishing & Integrations

COURSE OUTLINE -WINTER 2007

T W Th 10:00 -11:20

RoomA307

Instructor	Cara Leaf	**Phone**	539-2005
Office	C411	**E-mail**	cleaf@gprc.ab.ca
Office Hours	M 2:00-4:30, M F 10:00-11:00 or by appointment		

Prerequisite(s)/:

OA 2280

Required Text/Resource Materials:

Joanne Arford, Judy Burnside., *Advanced Word 2003 Desktop Publishing*. St. Paul, MN.: Paradigm Publishing Inc. 2005.

2 standard file folders, 3 data disks, binder, note paper, pens

Description:

Uses the expert level features of Microsoft Office Professional to utilize Access, PowerPoint, Excel, and Outlook to produce integrated documents, desktop publishing documents and forms.

Credit/Contact Hours:

75 contact hours

Delivery Mode(s): Lecture/Lab

Lecture/Lab

Objectives:

The student will:

1. Understand the desktop publishing process
2. prepare internal documents
3. create letterheads, envelopes, business cards
4. create personal documents
5. create promotional documents
6. create brochures, booklets, specialty documents
7. create basic elements of a newsletter
8. incorporate newsletter design elements
9. merge form letters to e-mail addresses using Outlook
10. link Excel worksheets to Word documents
11. link Excel worksheets and chart data in Word
12. Group data Access pages, pivot tables and charts
13. link a Publisher publication to an Excel worksheet

Grading Criteria:

Daily attendance is essential! Most concepts are covered in class time, however not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time when necessary. If you are ill have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 29)

Assignments	30%
Tests & Quizzes	30%
Professionalism	10%
Final Exam	30%

Course Schedule/ Tentative Timeline:

Week	Topic	Required Reading
1.	Course Outline Course Policy	Purchase Text
2	Understanding the DTP Process Preparing Internal Documents	Ch. 1 Ch. 2
3	Creating Letterheads, Envelopes & business Cards	Ch 3
4	Creating Personal Documents	Ch. 4
5	Creating Promotional Documents	Ch. 5
6	Creating Brochures 7 Booklets	Ch. 6
7	Creating Specialty Promotional Documents	Ch. 7
8	**WINTER BREAK**	
9	Creating Basic Elements of a Newsletter	Ch. 10
10	Incorporating Newsletter Design Elements	Ch. 11
11	Introducing Microsoft Publisher 2003	Ch. 12
12	Publisher Project 1	Handouts
13	Publisher Project 2	Handouts
14	Publisher Project 3	Handouts
15	Begin Final Exam	

Statement on Plagiarism:

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

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