



# Grande Prairie Regional College

**Department: Office Administration**

OA2230 A3 (0-0-5) Advanced

MS Word 2003 Desktop Publishing & Integrations

COURSE OUTLINE -WINTER 2009

M W F 10:00 -11:20 (A307)

**Instructor** Cara Leaf

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**Office Hours** T TH 1:00-2:20  
W 11:30-12:50  
(or by appointment)

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## **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, Memory Stick, 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:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
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	<b>WINTER BREAK</b>	
8	Creating Specialty Promotional Documents	Ch. 7
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	Begin Final Exam	

### Statement on Plagiarism:

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

### Grading Conversion Chart

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