Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – FALL 2007

<u>OA 2230 (0-0-5) – Advanced MS Word 2003 Desktop Publishing & Integrations – SELF-STUDY BASIS</u>

Instructor	Diane Kinderwater	**Phone**	539-2783
Office	A313A	**E-mail**	dkinderwater@gprc.ab.ca
Office Hours	PEVIOUSLY DETERMINED		

Prerequisite(s)/corequisite(s):

OA2280 MS Word 2003 Expert Level

Required Text/Resource Materials:

MS Word 2003 Comprehensive, Grauer and Barber, Prentice Hall
2 standard file folders, 2 data disks, binder, notepaper, pens

Description:

Uses the expert level features of Microsoft Office Professional 2003 and Publisher software to produce integrated documents, desktop publishing documents and forms

Credit/Contact Hours:

75 hours

Delivery Mode(s):

Self-Study, Blackboard, weekly/daily meetings with instructor as required.

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.

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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.