



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2007

OA 2230 (0-0-5) – Advanced MS Word 2003 Desktop Publishing & Integrations

Instructor Diane Kinderwater

Phone 539-2783

Office A313A

E-mail dkinderwater@gprc.ab.ca

Office Hours Tuesdays, Wednesdays &
Thursdays
10-1 or by appointment

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):

Lecture/Lab

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
- Merge form letters to e-mail addresses using Outlook
- Link Excel worksheets to word documents
- Link Excel worksheets and chart data in Word
- Group data Access pages, pivot tables and charts
- Link a Publisher publication to Excel worksheet

Grading Criteria:

Assignments:	20%
Tests and Quizzes:	20%
Final Project:	30%

- 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. There will also be documents integrating Excel, Access, Word, Publisher and Outlook.

Final Exam:	30%
-------------	-----

- The final exams consists of three (3) hour Final Examination in which students will produce finished quality documents applying concepts learned over the course of the semester.

Grades will be assigned on the Letter Grading System.

**Administrative Technology 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.