

**Grande Prairie Regional College
Administrative Technology Department
Course Outline
Winter, 2005**

**OA2230M/A3 – Advanced Microsoft Word 2002 Desktop Publishing
and Integrations (3) (0-0-5)**

- Prerequisite** OA 2280 Microsoft Word 2002 Expert Level
- Session
Details** Winter, 2005
Monday: 10 am – 11:20 am
Tuesdays, Thursdays
8:30 am – 9:50 am
- Instructor** Gail Sherman, Office C402
Phone (780) 539-2071 Home (780) 513-5575
Assisted by Grace Walton Office A306 539-2777
- Text:** Advanced Microsoft Word 2002, Signature Series, Arford and Burnside,
EMC Paradigm
Microsoft Publisher 2002 – Complete Concepts and Techniques, Shelly,
Cashman, Starks, Thomson learning
- Delivery Mode** Lecture/Lab
- Supplies:** 2 file folders, 2 data disks
Data disk protector or holder
Binder, notepaper and pens
- Course Policy**
 - Attendance is required and will be taken at each class. If you are ill or expect to be away, you need to call your instructor. More than three missed classes may result in a recommendation of “Debarred from Exam”, see College Calendar, page 33.
 - In-class tests, mid-terms and final exams must be completed at scheduled times. Alternate exams or make-ups will not be considered. Failure to complete any of these exams will result in a grade of “F”
 - If you miss a class, please call a classmate for information on what you missed, and any assignments. YOU are responsible for any work missed
 - Assignments are due on the dates set by instructors. You may hand in assignments early but only in pre-arranged conditions can you hand in assignments late
 - Not all in-class exams are announced beforehand
 - Plagiarism will not be tolerated
 - All major assignments must be completed in order to take the Production Final

Course Objectives:

The student will demonstrate the ability to:

- Understand the desktop publishing process
- Prepare internal document
- Create letterheads, envelopes, business cards
- Create personal documents
- Create promotional documents
- Create brochures, booklets, specialty documents
- Create presentations using PowerPoint
- Create basic elements of newsletters
- Incorporate newsletter design elements
- Merge form letters to e-mail addresses using outlook
- Link Excel worksheet to word documents
- Link excel worksheets and chart it's data in word
- Group data Access pages, pivot tables and charts
- Link a Publisher publication to Excel worksheet

GRADING:	Assignments	20%
	Tests, Quizzes	20%
	Final Project:	30%
	Final Exam	30%

FOUR POINT ALPHA GRADING SYSTEM

A+	90-100
A	85-89
A-	80-84
B+	76-79
B	73-75
B-	70-72
C+	67-69
C	64-66
C-	60-63
D+	55-59
D	50-54
F	0-49