

Grande Prairie Regional College
Administrative Technology
Course Outline
OA2230 A3 – Microsoft Advanced Word Desktop Publishing
Publisher 2002
&
Integrating Microsoft Office

Prerequisite:	OA2280 Word 2002, Expert Level
Session Details:	Winter 2004 A3 – M 10:00 – 11:30 T R 8:30 – 10:00 A313 M3 – MWF 10:00 – 11:30 A313
Instructor:	Sharron Barr – A Section Office: A313B (Check my door for hours) Phone: 539-2979 (work) 532-9236 (home) sbarr@gprc.ab.ca Diane Kinderwater – M Section Office: A313A (Check my door for hours) Phone: 539-2783 (work) dkinderwater@gprc.ab.ca
Text:	Arford and Burnside, Microsoft Advanced Word 2002 Desktop Publishing Signature Series, EMC Paradigm Shelly, Cashman and Starks, Microsoft Publisher 2002 Complete Concepts and Techniques, Thomson Learning
Course Description & Delivery Mode:	<p>This course is designed for students who are proficient in Word 2002. The course focuses primarily on advanced Word 2002 with an emphasis on desktop publishing terminology and concepts and the creation of professional-looking documents in an efficient manner. In addition, Word's hyperlinks to the Microsoft Office Template Gallery and Microsoft Design Gallery Live Web sites provide opportunities for students to customize templates and add graphical elements.</p> <p>This course then goes on to teach the fundamentals of Microsoft Publisher 2002 to create professional quality publications suitable for course work, professional purposes, and personal use including: advertising flyers with tear-offs, newsletters, tri-fold brochures, reply postcards, calendars, web sites, information sites, business forms and tables.</p> <p>Following the completion of Word 2002 and Publisher 2002, the students will integrate the major Office XP applications to embed an</p>

	<p>existing Excel worksheet into a Word document and then embed an existing Excel chart into a PowerPoint presentation, to use an existing Access database table as the data source in a Word form letter, and to create an Access database table and then convert the table to a Word document and Excel.</p> <p>Finally the student will create for presentation an electronic portfolio that will fully demonstrate their MOS abilities including Publisher and other critical employability skills.</p>										
Course Objectives:	<p>Students will be able to perform all activities to attain an Expert level of skill in Word 2002, Publisher 2002, and integrating MS Office XP including:</p> <ul style="list-style-type: none"> • Understanding the desktop publishing process • Preparing internal documents • Creating letterheads, envelopes, and business cards • Creating personal documents • Creating promotional documents • Creating brochures and booklets • Creating specialty promotional documents • Creating web pages • Creating presentations using PowerPoint • Creating basic elements of a newsletter • Incorporating newsletter design elements • Merging form letters to e-mail addresses using an Outlook contacts list • Linking an Excel worksheet to a Word document and Web Discussions • Linking an Excel worksheet and charting its data in Word • Grouping data Access pages, PivotTables and PivotCharts • Linking a Publishers publication to an Excel worksheet 										
Grading:	<table> <tr> <td>Textbook Exercises and Assignments</td><td>20%</td></tr> <tr> <td>Timed Production Assignments</td><td>10%</td></tr> <tr> <td>Final and Midterm Project and Tests</td><td>40%</td></tr> <tr> <td>MOS Test or Final Exam</td><td>20%</td></tr> <tr> <td>Electronic and Traditional Portfolio Submission</td><td>10%</td></tr> </table> <p>A perfect assignment will receive 10 points. Two full points will be deducted for omissions or text additions, incorrect formulas, typographical errors, commands that result in a copy that seriously deviates from the exercise of test instructions, and formatting errors (minor or major). Late assignments will be deducted 3 points for each day late.</p> <p>NOTE: This course teaches skills necessary to pass the Microsoft</p>	Textbook Exercises and Assignments	20%	Timed Production Assignments	10%	Final and Midterm Project and Tests	40%	MOS Test or Final Exam	20%	Electronic and Traditional Portfolio Submission	10%
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	<p>Office Specialist (MOS) Certification exam.</p> <p>Each exam bears a cost of \$75. Exams can be booked through Diane Kinderwater at the student's desired time and scheduling permitting. Students may supplement the MOS Certification exam for the in-class final exam. A passing grade in this certification exam will constitute an A+ on the final exam.</p>		
Four Point Alpha Grading System	A+	4.0	90-100
	A	4.0	85-89
	A-	3.7	80-84
	B+	3.3	76-79
	B	3.0	74-75
	B-	2.7	70-72
	C+	2.3	67-69
	C	2.0	64-66
	C-	1.7	60-63
	D+	1.3	55-59
	D	1.0	50-54
	F	0.0	0-49
Course Policy:	<ol style="list-style-type: none"> 1. Attendance is required and will be taken at each class. If you are ill, please call you instructor. More that 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar,p.33) 2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0). 3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed. 4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late. 5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date. <p>This item may change from course to course.</p> <ol style="list-style-type: none"> 6. Plagiarism will not be tolerated. 7. All major assignments must be completed in order to complete a course. 		

	<p>8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.</p> <p>Study Partner's Name _____</p> <p>Study Partner's Phone Number _____</p>	
COURSE SCHEDULE		
JANUARY		
Monday	Tuesday	Thursday
5 College Winter Orientation	6 Student Academic Advising 9 a.m. – 12 Noon	8 Course Outline Course Schedule MOS Testing Overview – Timed Assignment Review Portfolio Overview Review and Redo ADVANCED WORD Chapters 1 – 4
12 Chapter 1 – 2 Due	13 Chapter 3 Due	15 Chapter 4 Due
19 ADVANCED WORD UNIT ONE TEST	20 ADVANCED WORD UNIT ONE TEST	22 Timed Assignment AI ADVANCED WORD UNIT ONE TEST REVIEW Chapter 5 Creating Promotional Documents & Chapter 6 Creating Brochures and Booklets
26	27	29 Timed Assignment AI Chapter 5 & 6 Due

FEBRUARY		
Monday	Tuesday	Thursday
<p>2</p> <p>Chapter 7 Creating Specialty Promotional Documents & Chapter 8 Creating Web Pages</p>	<p>3</p>	<p>5</p> <p>Timed Assignment AII</p>
<p>9</p> <p>Chapter 7 & 8 Due Chapter 9 Creating Presentations Using PowerPoint</p>	<p>10</p>	<p>13</p> <p>Timed Assignment AIII Chapter 9 Due</p>
<p>16</p> <p>Winter Break</p>	<p>17</p> <p>Winter Break</p>	<p>19</p> <p>Winter Break</p>
<p>23</p> <p>Unit Two Test</p>	<p>24</p> <p>Unit Two Test</p>	<p>26</p> <p>Timed Assignment AIV Unit Two Test</p>

MARCH		
Monday	Tuesday	Thursday
<p>1</p> <p>Chapter 10 Creating Basic Elements of a Newsletter & Chapter 11 Incorporating Newsletter Design Elements</p>	<p>2</p>	<p>4</p> <p>Timed Assignment AIV Chapter 10 & 11 Due</p>
<p>8</p> <p>Unit Three Test</p>	<p>9</p> <p>Unit Three Test</p>	<p>11</p> <p>Timed Assignment AV Unit Three Test</p>
<p>15</p> <p>WORD 2002 DESKTOP PUBLISHING FINAL PROJECT DUE: DAY OF FINAL EXAM MICROSOFT PUBLISHER 2002 Project 1 Creating and Editing a Publication & Project 2 Designing a Newsletter</p>	<p>16</p>	<p>18</p> <p>Timed Assignment AVI Project 1 and 2 Due</p>
<p>22</p> <p>Project 3 Preparing a Tre-Fold Brochure for Outside Printing & Project 4 Personalizing and Customizing a Publication with Information Sets</p>	<p>23</p>	<p>25</p> <p>Timed Assignment AVII</p>
<p>29</p>	<p>30</p>	

APRIL		
Monday	Tuesday	Thursday
		1 Timed Assignment AVIII Project 3 & 4 Due
5 Project 5 Creating Business Forms and Tables	6 Project 5 Due	8 Timed Assignment AIX Timed Assignment AX Publisher Final Project
12 Integrations Linking Publisher Publication to an Excel Worksheet & Integrating an Excel Worksheet to a Word Document and Web Discussions & Integrations Cases & PORTFOLIOS DUE	13 Final Exam Day I	15 Final Exam Day II
Final Exam TBA Final Exam Day III		