



# Grande Prairie Regional College

## School of Business

### Department: Administrative Technology

COURSE OUTLINE – WINTER 2006

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

**Instructor** Diane Kinderwater

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**Office** Tuesdays & Thursdays

**Hours** 10-3:30 or by appointment

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### **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 to utilize Access 2003, PowerPoint 2003, Excel 2003, and Outlook 2003 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%
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- 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**

<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>

**Statement on Plagiarism:**

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