



GRANDE PRAIRIE REGIONAL COLLEGE  
ADMINISTRATIVE TECHNOLOGY  
COURSE OUTLINE

**OA2230M3 – Advanced Microsoft Word 2003**

**Desktop Publishing & Integrations (3) (0-0-5) – 75 hours**

<b>Instructor</b>	Gail Sherman Telephone: 539-2071 (office) 513-5575 (home)	Email: gsherman@gprc.ab.ca Office: A402C
	Office Hours: Wednesday & Friday 11:30-1:30 p.m., Tuesday & Thursday 1-2 p.m. or by appointment	
<b>Prerequisite</b>	OA2280, Advanced Microsoft Word	
<b>Session Details</b>	Tuesday, Wednesday & Thursday Friday 10-11:20 a.m.	
<b>Text:</b>	Robert Grauer, <i>Microsoft Office Word 2003, The Exploring Series</i> , Prentice Hall.  Nita Rutkosky, <i>Microsoft Word 2003 Signature Series</i> , EMC Paradigm	
<b>Delivery Mode</b>	Lecture/Lab	
<b>Supplies:</b>	2 file folders, 2 data disks Data disk protector or holder Binder, notepaper and pens	
<b>Course Policy</b>	<ul style="list-style-type: none"><li>○ 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 36.</li><li>○ <b>In-class tests, mid-terms and final exams must be completed at scheduled times. Alternate exams or make-ups will not be considered.</b> Failure to complete any of these exams will result in a grade of “F”</li><li>○ If you miss a class, please call a classmate for information on what you missed, and any assignments. <b>YOU</b> are responsible for any work missed</li><li>○ 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</li><li>○ Not all in-class exams are announced beforehand</li><li>○ Plagiarism will not be tolerated</li><li>○ All major assignments must be completed in order to take the Production Final</li></ul>	

**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: 10%**

- ✓ 2 full marks will be deducted for incorrect formulas, typographical errors, commands that result in a copy that seriously deviates from the exercise test instructions, and formatting errors (minor or major)
- ✓ not all assignments will be assigned a grade
- ✓ late or missed assignments will receive a grade of 1

**MOS Prep Tests, Midterm: 30%**

- ✓ will consist of chapter material covered during the week and a review of previously covered work

**Final Project: 30%**

- ✓ Consists of a number of desktop publishing documents such as newsletters, brochures, programs, flyers, ads, fill-in forms, and other documents. There will also be documents that integrate Excel, Access, Word, Publisher, and Outlook.

**Final Exam: 30%**

- ✓ Consists of a 3 hour Final Examination in which students will produce finished quality documents applying concepts learned over the course of the semester.

Note: This course teaches the skills necessary to pass the MOS certification exam, which costs \$60 to register. Students may supplement the MOS certification exam for the in-class final exam. A passing grade in this certification will constitute a grade of "A+" on the final exam. Students must make arrangements with instructor 1 month prior to the scheduled class final exam. Exams must be pre-booked for or before the weeks of April 3 - 7, 2006.

**FOUR POINT ALPHA GRADING SYSTEM**

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