Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2007

<u>OA 2280 (0-0-5) – Advanced MS Word 2003</u>

<u>Desktop Publishing and Integrations</u>

Instructor	Diane Kinderwater	**Phone**	539-2783
Office	A313 A	**E-mail**	dkinderwater@gprc.ab.ca
Office Hours	Tuesdays/Thursdays : 10 a.m. -1 p.m. Wednesdays/Fridays 10 a.m. – 3 p.m.		

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 discs, binder, notepaper, pens

Description:

Uses expert level features of Microsoft Office Professional 2003 and MS Publisher

software to produce integrated documents, desktop publishing and forms.

Credit/Contact Hours:

75 hours

Delivery Mode(s):

Lecture/Lab

Objectives:

The student will demonstrate the ability to:

- Apply a variety of resources and methods to successfully perform core and advanced features of Microsoft Office 2003 to produce business documents.
- Communicate knowledge of Microsoft Office.
- Transfer knowledge and skills to other computer programs.
- Use Microsoft Word software to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance, and creativity.
- Use Microsoft Publisher software to produce professional quality desktop publishing documents.
- Work collaboratively with others to complete complex projects.
- Accept responsibility for backup routines and preventive maintenance routines.
- Accept that unexpected problems will arise from the use of the computer hardware or software and endeavor to resolve them.
- Exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on screen, and sharing of disks and information.
- Exhibit business standards of behavior with respect to attendance, punctuality, time management, positive attitude, and respect for other individuals.

Grading Criteria:

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

All assignments, in-class work, quizzes and exams must be completed throughout the semester in order to complete the course. Attempting to complete missed assignments and tests at the end of the course will not be considered. Keep your work record up-to-date in your folder, and be sure to turn in your folder BEFORE writing your final project. Attendance is mandatory, please call your instructor when you are absent.

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.