



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE -WINTER 2012

OA2230 A2 Desktop Publishing & Integrations 3(0-0-5)

Instructor Cara Leaf

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Office Hours M W F 9:00-10:00
(or by appointment)

Prerequisite(s):

OA 2280

Required Text/Resource Materials:

Joanne Arford, Judy Burnside., *Advanced Word 2010 Desktop Publishing*. St. Paul, MN,:
Paradigm Publishing Inc. 2011.

2 standard file folders, Memory Stick, binder, note paper, pens

Description:

Uses the expert level features of Microsoft Office Professional to produce integrated office documents, with a special emphasis on desktop publishing documents and forms.

Credit/Contact Hours:

75 contact hours

Delivery Mode(s): Lecture/Lab

Lecture/Lab

Objectives:

The student will:

1. Understand the desktop publishing process
2. prepare internal documents
3. create letterheads, envelopes, business cards
4. create personal documents
5. create promotional documents
6. create brochures, booklets, specialty documents
7. create basic elements of a newsletter
8. incorporate newsletter design elements
9. merge form letters to e-mail addresses using Outlook
10. link Excel worksheets to Word documents
11. link Excel worksheets and chart data in Word
12. link a Publisher publication to an Excel worksheet

TRANSFERABILITY:

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Assignments	30%
Tests & Quizzes	30%
Professionalism	10%
Final Exam	30%

GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C ⁻	1.7	60 – 62	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

STUDENT RESPONSIBILITIES:

Daily attendance is essential! Most concepts are covered in class time, however not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time when necessary. If you are ill have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar).

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

Course Schedule/ Tentative Timeline:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
1	Course Outline Course Policy	Purchase Text
2	Understanding the DTP Process Preparing Internal Documents	Ch. 1 Ch. 2
3	Creating Letterheads, Envelopes & business Cards	Ch 3
4	Creating Personal Documents	Ch. 4
5	Creating Promotional Documents	Ch. 5
6	Creating Brochures & Booklets	Ch. 6
7	Creating Specialty Promotional Documents	Ch. 7
8	Creating Basic Elements of a Newsletter	Ch. 8
9	Incorporating Newsletter Design Elements	Ch. 9
10	Introducing Microsoft Publisher 2010	Ch. 11
11	Publisher Project 1	Handouts
12	Publisher Project 2	Handouts
13	Begin Final Exam	