



# Grande Prairie Regional College

Department of Office Administration

OA 2230 A3 - Desktop Publishing (3) (0-0-5) 75 hours

Monday, Wednesday, Friday 10:00 – 11:30 a.m.

<b>Instructor</b>	Sharron Barr	<b>Phone</b>	Office: 780-539-2979 Text Messages: 780-897-6676 Home: 780-532-9236
<b>Office</b>	A313B or C203	<b>E-mail</b>	sbarr@gprc.ab.ca
<b>Contact Hours</b>	Monday – Thursday 1 – 2 p.m. (780-539-2979) OFFICE HOURS Monday – Thursday 6 p.m. – 8 p.m. (e-mail or text immediate response)		

You are welcome to call me at these contacts numbers and discuss any challenges or questions you may have about the course. OR come and see me during my office hours or by appointment at your convenience.

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## **Required Computer Hardware & Software (if working at home):**

**Microsoft Office Professional Suite 2010** including Word 2010, Excel 2010, Access 2010, PowerPoint 2010, and Outlook 2010.

**Windows** XP Operating System or 7.0 Operating Systems or higher

**Internet**

**E-mail**

## **PC System Minimum Requirements**

- Processor: PC with 300 MHz or higher processor clock speed required; Intel Pentium/Celeron family, AMD K6/Athlon/Duron family, or compatible processor recommended.
- Hard Disk Space: 175 MB Free
- RAM: 128 MB
- Video: SVGA (800x600) with 16-bit video driver
- Network Card: 32-bit

## **Printer Minimum Requirements**

According to Computer Peripherals, Inc. (CPI), to use the printer cartridge with Microsoft Windows, printers must have a minimum of 1.5 megabytes of memory. Printers may require 2.5 megabytes to process some complicated graphic files.

## **Required Text/Resource Materials:**

Microsoft® Publisher 2010: Comprehensive, 1st Edition, Gary B. Shelly and Joy L. Starks - Indiana University, Course Technology, ISBN: 9780538475983

Integration Handouts

**Credit/Contact Hours:** 75 hours

**Delivery Mode(s):** Lecture Lab

## **Description:**

Course Objectives:

This course will use Microsoft Publisher to produce desktop publishing documents including the following:

1. Creating a Flyer.
2. Publishing a Tri-Fold Brochure.
3. Designing a Newsletter.
4. Creating a Publication from Scratch.
5. Using Business Information Sets.
6. Producing Tables and Forms.
7. Merging Publications and Data.
8. Designing Catalogs.
9. Sharing and Distributing Publications.
10. Managing Large Scale Publications.

In addition to the above, students will also prepare a desktop publishing section for their employability skills portfolio and electronic portfolio slides.

## **Course Policy**

- To gain a real understanding of the software, complete all chapter exercises NOT just the assigned work.
- Assignments are due on the dates set by instructor. Late assignments not accepted.
- Assignments are to be submitted in print or electronic copy (using the digital drop box) by the deadline date. Please check schedule as some assignments will require Print Screens to be sent.
- Redo's are encouraged. Assignments will be graded within 24 hours and students are encouraged to edit their work and resubmit it for full marks. All work will be marked within 24 hours and all re-submitted work (redo) is due the next day by 3 p.m.

- The final examination will be a 10 hour practical exam. The exam will run in six 1.5 hour slots as scheduled during the final weeks of class and into the final exam week.
- Academic honesty: please refer to your College Calendar
- **All course assignments must be completed and marked in order to attempt the Unit tests and Final word processing exam.**
- Work is recorded on the student's grade sheet will be maintained by the student and submitted to instructor as work is completed. Upon completion a final text assignment, production assignment and timed assignment mark will be recorded in the instructor's grade sheet.

**Grading Criteria:**

Assignments are graded out of a possible mark of 10. 3 marks are deducted for each format, spelling, punctuation or other error.

Assignments (text assignments and 15%, production work 15%)	30%
Tests	30%
Production Final	30%

\*Note: The final production test must be completed in the final week of class during the assigned times for total of 10 hours. Completed components are e-mailed to sbarr@gprc.ab.ca at the end of each exam time. There are no extensions for this exam. All course work must be completed in order to qualify to take the final exam. Grades will be assigned on the Letter Grading System.

**Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4	90 – 100	EXCELLENT
A	4	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	76 – 79	
B	3	73 – 75	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C <sup>-</sup>	1.7	60 – 63	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

**Course Schedule:**