



Desktop Publishing – OFAD 220

Office Administration Program

Course Outline

COURSE IMPLEMENTATION DATE: June 2007
OUTLINE EFFECTIVE DATE: September 2020
COURSE OUTLINE REVIEW DATE: March 2025

GENERAL COURSE DESCRIPTION:

This course introduces basic design concepts and provides practice in the desktop publishing features of MS Publisher and MS Word software. Students produce newsletters, flyers, brochures, business cards, letterhead, and certificates.

Program Information: This course is required for the Office Administration Administrative Assistant Specialty Certificate.

Delivery: This course is delivered online.

College of the Rockies Credits: 3

Hours for this course: 90 hours to be completed over 6 weeks

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Vocational Contact Hours	90
Total	90

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

Sheena Svitich, BA, BEd, Instructor Diploma

Signature

APPROVAL SIGNATURES:

Department Head

Joy Brown

E-mail: jbrown3@cotr.bc.ca

Dean of Trades Technology

Dr. Jack Moes

E-mail: jmoes@cotr.bc.ca

Department Head Signature

Dean Signature

EDCO

Valid from: September 2020 – March 2025

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: OFAD 155 or current typing speed of 25 gwam, OFAD 158, OFAD 160, OFAD 165

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA

Yes

No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio or Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta, and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: ABT 220

Date changed: September 2007

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date, the following textbooks were in use:

OFAD 220 Custom Package

Starks, Joy L., and Vermaat, Misty E. (2020), *Microsoft Office 365: Publisher 2019. Shelly Cashman Series*. Boston, MA: Cengage.

Please see the instructor's syllabus or check COTR's online text calculator

<http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students should be able to

- use and apply design concepts;
 - evaluate document for use of design concepts;
 - use features of MS Publisher and MS Word to integrate layout and design concepts to enhance the readability of documents including the following:
 - Multiple-page documents
 - Letterheads
 - Postcards
 - Business cards
 - Certificates
 - Flyers
 - Brochures
 - Mailers
 - Logos
 - Newsletters
 - produce and enhance business and personal documents using features such as the following:
 - Textboxes
 - Building blocks
 - Placeholders
 - Graphics
 - Objects
 - Pictures
 - Fills and outlines
 - Stylistic sets
 - Shapes
 - WordArt
 - Captions
 - Templates
 - proofread to produce error-free documents;
 - complete work in a timely manner; and
 - take responsibility for attendance, absenteeism and punctuality.
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COURSE TOPICS:

- Understanding and applying desktop publishing concepts
- Creating business and personal documents
- Preparing promotional documents

See instructor's syllabus for the detailed outline of weekly readings, activities, and assignments.

EVALUATION AND ASSESSMENT:

Assignments	% Of Total Grade
Module Tests	50%
Final Test	30%
Final Project	<u>20%</u>
Total	100%

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments, and use of electronic aids.

Attendance is an important component of the course. Students are expected to complete this course within the scheduled course timeline. Failure to do so will result in an "F" grade. Extensions may be considered only if the student has demonstrated workplace appropriate responsibility for absence or delay throughout the course.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	F
Mark (Percent)	≥ 98	97-94	93-90	89-86	85-82	81-79	78-75	74-70	< 70

A grade of "C" grants credit, but may not be sufficient as a prerequisite for sequential courses.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating, and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.