COLLEGE OF
THE ROCKIES

OFAD-220 – Desktop Publishing

Technology

Effective Term & Year: Fall 2022
Course Outline Review Date: 2026-03-01

Program Area: Office Administration

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.

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

Delivery Methods: Online

Credit Type: College of the Rockies Credits

Credits: 3

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	90
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	

Other	
Total	90

Course Requisites:

- Complete all of the following
  - Completed the following:
    - OFAD155 – Keyboarding 1 (1.5)
    - OFAD158 – Windows, Outlook, & File Management (1)
    - OFAD160 – Word Processing 1 (1.5)
    - OFAD165 – Word Processing 2 (2)
  - OFAD 155 or current typing speed of 25 gwam

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see https://www.bctransferguide.ca/ or https://transferalberta.alberta.ca . For more transfer credit information, please visit https://www.cotr.bc.ca/Transfer

All requests for course transfer credit from institutions in British Columba or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook 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
https://textbook.cotr.bc.ca/ for a complete list of the currently required textbooks.

Learning Outcomes:

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

- Letterheads
- Postcards
- Business cards
- Certificates
- Flyers
- Brochures
- Mailers
- Logos
- Newsletters
- Textboxes
- Building blocks
- Placeholders
- Graphics
- Objects
- Pictures
- Fills and outlines
- Stylistic sets
- Shapes
- WordArt
- Captions
- Templates

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 Assessments

Assessment Type: Online

Assessment Type	% of Total Grade
Module Tests	50%
Final Test	30%
Final Project	20%
Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=98	97-94	93-90	89-86	85-82	81-79	78-75	74-70			<70

Pass requirements: None

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

Evaluation Notes Comments:

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 Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at https://cotr.bc.ca/about-us/college-policies/ and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Equivalent Course(s) and Course Code Changes

Prior Course Code: ABT 220

Date changed: September 2007

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.