OFAD-220 – Desktop Publishing

Office Administration

Effective Term & Year: Fall 2026
Course Outline Review Date: 2031-03-01

Program Area: Office Administration

Description:

This course introduces students to basic design concepts so they can produce professional-looking and attractive visual documents using readily available office software. This course provides practice in the desktop publishing features of MS Word, MS Visio, and Canva software. Students will develop foundational skills in critiquing and improving document design while engaging in many hands-on practical activities. Students will produce newsletters, flyers, flowcharts, diagrams, brochures, postcards, bookmarks, letterhead, report covers, and social media posts.

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:

- Completed the following:
  - OFAD165 – Word Processing 2 (2)

Prior Learning and Recognition: Yes

Students are able to request formal recognition of their prior learning or experience outside the classroom. Challenge examination, portfolio-assisted assessment, work-based assessment or a combination of assessments that is appropriate to identify, assess, and recognize prior skills, competencies, and knowledge to achieve course credit. Tuition fees apply, refer to Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR) or 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:

None.

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:

- explain the theory behind introductory design concepts;
- demonstrate the application of design concepts to produce graphical business documents using the features of readily available software;
- evaluate documents for use of design concepts and improve them;
- integrate layout and design concepts to enhance the readability and quality of documents;
- produce revised materials that demonstrate consistent and effective application of design principles; and
- revise documents to provide accurate, professional-quality work.

Course Topics:

Microsoft Word

- Introduction to document design
- Arranging drawing objects
- Creating business documents

Microsoft Visio

- Understanding common diagram types
- Steps for producing a diagram
- Creating a diagram

Canva

- Canva essentials
- Review of design concepts
- Creating designs for the office

See instructor's course module 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

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

Evaluation Notes Comments:

To support your learning and help you plan effectively, please consult the course module for specific information about assessments, submission guidelines, and the use of learning tools and technologies.

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 2.1.4 Course Audit
- Policy 2.4.1 Credential Framework
- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Rights, Responsibilities and Conduct
- Policy 2.4.8 Academic Performance
- Policy 2.4.9 Student Feedback and Concerns
- Policy 2.4.11 Storage of Academic Works
- Policy 2.5.3 Student Appeal
- Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR)

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.