COURSE OUTLINE: OAD0126 - DESKTOP PUBLISHING

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Approved: Martha Irwin, Dean, Community Services and Interdisciplinary Studies

Course Code: Title	OAD0126: DESKTOP PUBLISHING
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Academic Year:	2022-2023
Course Description:	Continuing from the word processing basics, the CICE student, with the assistance of a learning specialist, will combine basic design principles and production techniques to produce a variety of promotional business documents such as stationery, business cards, posters, newsletters, resumes, etc. A practical, hands-on approach will be taken with emphasis on producing professional materials, but specific desktop publishing terminology must be mastered.
Total Credits:	4
Hours/Week:	6
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course: Please refer to program web page for a complete listing of program outcomes where applicable.	**1120 - COMMUNITY INTEGRATN** VLO 1 Integrate fully in academic, social and community activities. VLO 2 Develop and apply transferrable learning strategies to promote self-determination, life satisfaction, and lifelong learning. VLO 5 Further develop confidence, self-awareness, and self-advocacy skills related to independence, employment, and personal well-being.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D

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	A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Other Course Evaluation & Assessment Requirements:	Students must purchase the eBook. The eBook contains a workbook that is not available in the textbook and is required to complete course objectives.
Books and Required Resources:	Benchmark Series: Microsoft Word 2016 Desktop Publishing by Arford, Rogenkamp, Rutkosky Publisher: Paradigm ISBN: 9780763874285 Must purchase eBook (digital text)
Course Outcomes and Learning Objectives:	Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning outcomes:

Course Outcome 1	Learning Objectives for Course Outcome 1
Understand the desktop publishing process and terminology.	1.1 Define desktop publishing. 1.2 Initiate the desktop publishing process. 1.3 Design and create documents: letterhead, envelope, agenda, personal calendar, return address labels, certificate, flyer, announcement, brochure, postcard, invitation, and newsletter. 1.4 Evaluate documents using the document analysis guide. 1.5 Use and define correct desktop terminology. 1.6 Use Internet/Microsoft resources for desktop material.

Course Outcome 2	Learning Objectives for Course Outcome 2
Prepare business and personal documents using the latest version of MS Word.	2.1 Understand basic typography. 2.2 Install, choose, and modify fonts. 2.3 Add symbols and special characters. 2.4 Use special characters and contrasting fonts in design. 2.5 Use Word Cover Page feature. 2.6 Work with long documents. 2.7 Create documents using templates. 2.8 Add watermarks for visual appeal. 2.9 Use Word layers. 2.10 Insert images. 2.11 Prepare an agenda. 2.12 Identify the purpose of letterheads. 2.13 Use Word letterhead templates. 2.14 Use text boxes for exact placement of text. 2.15 Create horizontal and vertical lines. 2.16 Use Quick Parts to store and reuse text and graphics. 2.17 Use WordArt to add text effects. 2.18 Redefine letter and word spacing. 2.19 Create a personal calendar, return address labels, and certificate. 2.20 Arrange drawing objects to enhance personal documents. 2.21 Use colour, lines, borders, and special effects on text, objects, and pictures. 2.22 Use Drawing Gridlines. 2.23 Add special effects with Shadows and 3-D.

	2.24 Use the Picture Tools Format Tab and SmartArt Graphics. 2.25 Incorporate newspaper columns into brochure layouts. 2.26 Use reverse text and drop caps as design elements. 2.27 Use booklet, duplex printing, and related print options. 2.28 Use 2-pages-per-sheet feature. 2.29 Create and align lines to be typed on. 2.30 Use cropping feature. 2.31 Define the basic newsletter elements. 2.32 Use spot colour. 2.33 Create sidebars, pull quotes, kickers and end signs, jump lines, mastheads, and a table of contents. 2.34 Use linked text boxes. 2.35 Understand copy fitting. 2.36 Save a newsletter as a template or alternate format.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Chapter 1- 4 Assignments	25%
Chapter 5-8 Assignments	25%
Hotel Group Project	10%
Stationery Set Project	10%
Test 1	15%
Test 2	15%

CICE Modifications:

Preparation and Participation

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

B. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

C. Tests will be written in CICE office with assistance from a Learning Specialist.

The Learning Specialist may:

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

D. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

E. Evaluation:

Is reflective of modified learning outcomes.

NOTE: Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

Date:	December 19, 2022
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.