

# Sault College of Applied Arts & Technology

Sault Ste Marie, ON



## Course Outline

**Course Title:** DESKTOP PUBLISHING  
**Course No.:** WPC220  
**Program:** OFFICE ADMINISTRATION EXEC  
**Semester:** Fourth (4)  
**Author:** LYNN DEE EASON  
**Date:** January 1998

**Approved:** *nitmCn/mateM* Januarys, 1998  
Deartf School of Business & Hospitality Date

**Total Credits:** 3  
**Prerequisites:** WPC210  
**Length of Course:** 3 HOURS/WEEK FOR 16 WEEKS

**I. COURSE DESCRIPTION:**

Using a popular desktop publishing/word processing software package, graduates will combine basic design principles and production techniques to produce a variety of printed matter such as stationery, business cards, posters, newsletters, resumes, etc. A practical, hands-on approach will be taken with emphasis on producing real-life, professional materials but specific desktop publishing terminology and document handling techniques must be mastered.

**II. SUMMARY OF LEARNING OUTCOMES:**

- A. Use appropriate desktop publishing terminology. (5% of course content)
- B. Describe Desktop Publishing and the software and services available. (5% of course content)
- C. Produce well-designed publications incorporating text and graphics including Information imported from other sources (software, scanners, internet...). (90% of course content)

**III. LEARNING OUTCOMES WITH ELEMENTS OF PERFORMANCE:**

*Upon successful completion of this course, the student will demonstrate the ability to:*

**A. Utilize common desktop publishing terminology:**

- 1. To describe available software programs
- 2. To identify typefaces
- 3. To identify spacing alternatives
- 4. To identify graphic types
- 5. To describe layout features.

**B. Describe Desktop Publishing by:**

- 1. Identifying available software alternatives
- 2. Identifying sources of specialized materials such as clipart and fonts
- 3. Identifying available commercial desktop publishing services

**Produce well-designed publications incorporating text and graphics including information transferred in from other sources (software, scanners, internet...)**

1. Incorporate text of various typefaces appropriately
2. Determine appropriate spacing and placement of text/graphics
3. Choose graphics to enhance meaning
4. Work with graphics in a variety of formats
5. Transfer text/graphics from one source to another for use
6. Use standard proofreader's marks to edit material
7. Manipulate information to suit a variety of business applications such as stationery, business cards, posters, newsletters, resumes, etc.
8. Apply standard design principles to all desktop publishing work.

**IV. REQUIRED STUDENT RESOURCES:**

Business Desktop Publishing Applications. Lyons/Ziegler. Published by Paradigm. ISBN 1-56118-759-3

At least five (5) 3.5" high density pre-formatted disks

A hard plastic disk case

Mouse Pad (optional but extremely desirable)

File Folders

**V. EVALUATION METHODS:**

**Mid-Term Reporting**

- 8 Satisfactory Progress
- U Unsatisfactory Progress
- R Repeat (objectives have not been met)
- NR Grade not reported to Registrar's Office.

**Final Grade Reporting**

A+	90%-100%	Consistently Outstanding
A	80%- 89%	Outstanding Achievement
B	70% - 79%	Consistently Above Average
C	60%- 69%	Average
R	Below 60%	Repeat - Objectives of this course have not been achieved and the course must be repeated.

**ASSIGNMENTS:**

For successful completion of the course, students must complete:

Assigned projects from the text in a timely, accurate manner. . . . .	.20%
Three in-class projects. . . . .	.60%
One in-class written test . . . . .	<u>.20%</u>
TOTAL . . . . .	.100%

**SPECIAL NOTES:**

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), are encouraged to discuss required accommodations with the professor and/or to contact the Special Needs Office, Room EI204, Ext. 493, 717, or 491 to arrange support services.

It is the responsibility of the student to retain all course outlines for possible future use in gaining advanced standing at other post-secondary institutions.

There is no challenge exam in place for this course.

Assignments must be handed in on time to be eligible for full marks unless prior arrangements have been made with the professor. **Late assignments may be reviewed by the professor but receive a mark no higher than C.** Students are encouraged to keep backup copies of their disks as loss of/damage to disks will not be accepted as a reason for a late or incomplete assignment.

Students who engage in academic dishonesty as defined in the "Statement of Student

Rights and Responsibilities" will receive a zero for that submission and/or such other penalty up to and including expulsion from the course as decided by the professor.

The Professor reserves the right to modify the course as required.