

# Sault College of Applied Arts & Technology

Sault Ste. Marie, ON



## Course Outline

**Course Title:** DESKTOP PUBLISHING

**Course No.:** COM405

**Program:** OFFICE ADMINISTRATION

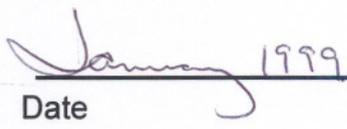
**Semester:** Fourth (4)

**Author:** LYNN DEE EASON

**Date:** January 1999

**Approved:**

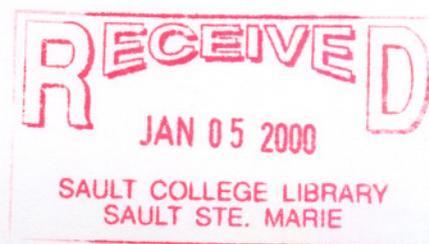
  
\_\_\_\_\_  
Dean, School of Business & Hospitality

  
\_\_\_\_\_  
Date

**Total Credits:** 4

**Prerequisites:** None

**Length of Course:** 4 hours/week for 14 weeks



**PHILOSOPHY/GOALS:**

Using a popular word processing program, 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.

**I. LEARNING OUTCOMES:**

- Use appropriate desktop publishing terminology. (5% of course content)
- Describe desktop publishing and the software/hardware and services available. (10% of course content)
- Produce well-designed publications incorporating text and graphics including information imported from other sources (software, scanners, Internet ... ) (85% of course content)

**II. ELEMENTS OF PERFORMANCE:**

Following successful completion of this course, the student should be able to:

- Use appropriate desktop publishing terminology: (5% of course content)
  - To describe available software programs
  - To identify typefaces
  - To identify spacing alternatives
  - To identify graphic types
  - To describe layout features
- Describe desktop publishing and the software/hardware and services available by: (10% of course content)
  - Identifying available software alternatives
  - Identifying sources of specialized materials such as clipart and fonts
  - Identifying available commercial desktop publishing resources
- Produce well-designed publications incorporating text and graphics including information imported from other sources (software, scanners, Internet ... ) (85% of course content)
  - Incorporate text of various typefaces appropriately
  - Determine appropriate spacing and placement of text/graphics
  - Choose graphics to enhance meaning

- Work with graphics in a variety of formats
- Transfer text/graphics from one source to another
- Use standard proofreader's marks to edit material
- Manipulate information to suit a variety of business applications such as stationery, business cards, posters, newsletters, resumes, etc.
- Apply standard design principles to all desktop publishing work.
- Utilize specialized hardware to enhance publications

**III. REQUIRED STUDENT RESOURCES**

Advanced Microsoft Word '97 Desktop Publishing. Nita Rutkosky. ISBN: 0-7638-0105-4

Five (5) 3.5" pre-formatted high density disks

A hard plastic disk case

Two (2) labeled file folders

Mouse Pad (optional but highly desirable)

**IV. METHODS OF EVALUATION:**

**Mid-Term Reporting**

- S 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 for credit. |

For successful of this course, students must complete:

One in-class test

20%

Total

100%

**NOTES:**

- 100 percent completion of all assignments is expected. A zero will be assigned after the third consecutive day (holidays and weekend included) the assignment is late. Late assignments must be accompanied by a completed late slip.
- Students are advised to maintain a back-up of all files on diskette. Loss of output due to a lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.
- 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.
- Regular class attendance is required to obtain the information required for successful course completion.
- 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 deemed appropriate by the professor.

**V. SPECIAL NOTES:**

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, and learning disabilities) are encouraged to discuss required accommodations confidentially with the professor.

Your professor reserves the right to modify the course as deemed necessary to meet the needs of students.