COURSE OUTLINE: OAD0126 - DESKTOP PUBLISHING
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Course Code: Title	OAD0126: DESKTOP PUBLISHING
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semesters/Terms:	21W
Course Description:	Continuing from the word processing basics, students in the CICE Program, with the assistance of a Learning Specialist, 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 professional materials, but specific desktop publishing terminology must be mastered. Students will make use of graphics, scanners, digital cameras, and specialty papers.
Total Credits:	4
Hours/Week:	8
Total Hours:	56
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
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 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 e-Book. The e-Book contains assignments that are required to complete for the course that are not found in the textbook.
Books and Required Resources:	Benchmark Series: Microsoft Word 2016 Desktop Publishing - eBook access code by Arford, Rogenkamp, Rutkosky Publisher: Paradigm

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2020-2021 academic year.

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ISBN: 9780763874285
Must purchase ebook not textbook. Ebook contains required assignments that are not in the textbook.

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
1. Understand the Desktop Publishing Process and terminology.	1.1 Define desktop publishing 1.2 Initiate the desktop publishing process 1.3 Design documents 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
2. Prepare business and personal documents using Word 2010.	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 wizards and 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 Design original letterheads 2.15 Use text boxes for exact placement of text 2.16 Create horizontal and vertical lines 2.17 Create envelopes 2.18 Design original envelopes 2.19 Use Quick Parts to store and reuse text and graphics 2.20 Use WordArt to add text effects 2.21 Redefine letter and word spacing 2.22 Create a personal calendar, return address labels, certificate and resume 2.23 Arrange drawing objects to enhance personal documents 2.24 Create flyers and announcements 2.25 Insert images from a scanner or digital camera 2.26 Use Microsoft Clip Organizer 2.27 Use colour, adding lines, borders, and special effects to text, objects, and pictures 2.28 Use Drawing Gridlines 2.29 Match colours and add special effects with Shadows and 3-D 2.30 Use the Picture Tools Format Tab and SmartArt Graphics 2.31 Plan, design, create, and evaluate brochures 2.32 Incorporate newspaper columns into brochure layouts

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2.33 Use reverse text and drop caps as design elements
2.34 Format with styles
2.35 Use booklet, duplex printing, and related print options
2.36 Use 2-pages-per-sheet feature
2.37 Create promotional documents
2.38 Create and align lines to be typed on
2.39 Create postcards, invitations, and cards
2.40 Merging promotional documents
2.41 Insert Word Crop Mark
2.24 Define the basic newsletter elements
2.25 Plan, design, and create newsletters
2.26 Use spot colour and visually enhancing elements
2.27 Create sidebars, pull quotes, kickers and end signs, jump lines, mastheads, and a table of contents
2.28 Use linked text boxes in newsletters
2.29 Use enhancements for starting paragraphs
2.30 Understand copy fitting
2.31 Save a newsletter as a template or alternate format

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	50%
Test 1	25%
Test 2	25%

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.

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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 18, 2020
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.

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