OFFICE TECHNOLOGY INFORMATION 1215
Advanced Word Processing/Desktop Publishing
3 credit hours

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION
Advanced word processing course that integrates desktop publishing applications. Prerequisite: Office Technology Information 1210 with a grade of C or better, or equivalent. (3 lecture hours)

Instructor Note: This course uses Microsoft Word 2013. A storage device is needed – i.e. a USB flash drive to keep your files or hard drive on a computer. This course is not for MAC users.

REQUIRED AND RECOMMENDED COURSE MATERIALS
Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From COD home page, click on myACCESS.
2. Click on Search for Credit Classes.
3. From the Term drop-down box select the term.
4. Choose your course from the Subjects drop-down menu.
5. In the Course # field, enter your course number.
6. In the Section field, enter the course section number if known.
7. From the Course Types drop-down menu select Internet/Online.
8. Scroll to the bottom of the page and click on SUBMIT.
9. Click on the Section Name and Title link.
10. Click on Click here for prices of required textbook(s) and supplies and course material information will be displayed.

Alternatively, you can visit the COD Bookstore website to find this information.

COURSE OUTLINE
Introduction to microcomputer including

1. Computer terminology
2. File management
3. Special features
4. Macros
5. Styles
6. Tables
7. Fill-in forms
8. Web-enhanced forms with Word shared documents
9. Table of contents, indexes, figures, and authorities
10. Desktop publishing process
11. Basic typography
12. Document protection
14. Internal documents  
15. Personal documents  
16. Templates  
17. Promotional documents  
18. Booklets and brochures  
19. Specialty promotional documents  
20. Newsletter elements and design  
21. Integration  
22. Typeface options

**EVALUATION/GRADING**

Your final grade will be an accumulation of:

- Discussion Board Assignment
- Documents - Chapter exercises and assessment exercises
- Quizzes/Exams (chapter reviewing key point quizzes)
- Unit Performance Assessments

**Grading Scale**

Final Grading Scale is based on 585 total points possible.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>70-79</td>
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<tr>
<td>D</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>0-59</td>
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**SATISFACTORY/FAIL OPTION**

The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

**INCOMPLETE GRADE POLICY**

Incomplete grades are not usually offered but may be considered under extreme conditions. Contact the instructor or refer to the course syllabus for details.