OFFICE TECHNOLOGY INFORMATION 1218
MS Word Desktop Publishing
2 credit hours

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

COURSE DESCRIPTION
Advanced word processing course designed to integrate the enhanced graphic features used in
desktop publishing applications including promotional documents, newsletters, brochures,
booklets, proposals, manuals, reports and flyers. Prerequisite: Office Technology Information
1215 with a grade of C or better, or equivalent, or consent of instructor. (2 lecture hours)

Instructor Note: This course uses Microsoft Word 2010 or 2013.

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.

Supplies:
- Personal computer capable of running Word 2010 with Windows 7
- Internet browser
- Email account (COD student email)
- Microsoft Word 2010 software (you may complete your assignments in the
  Academic computing Center; ask for Word 2010 with Windows 7 computers.
- Hard or flash drive with a folder created with the chapter and your name to store
documents.
- Microsoft Publisher 2010 software
COURSE OUTLINE
1. Desktop publishing process
2. Basic typography
3. Internal documents
4. Personal documents, templates, promotional documents, booklets, and brochures
5. Specialty promotional documents
6. Basic elements of newsletters
7. Newsletter design elements
8. Comparison of other desktop publishing software such as Publisher

EVALUATION/GRADING

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
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<tbody>
<tr>
<td>Document Production Work</td>
<td>390</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>68</td>
</tr>
<tr>
<td>Unit Performance Assessments (3 Units)</td>
<td>110</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>568</strong></td>
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<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>505-568</td>
<td>90%-100%</td>
</tr>
<tr>
<td>B</td>
<td>450-505</td>
<td>80%-89%</td>
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<tr>
<td>C</td>
<td>394-449</td>
<td>70%-79%</td>
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<tr>
<td>D</td>
<td>337-393</td>
<td>60%-69%</td>
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<tr>
<td>F</td>
<td>&lt;337</td>
<td>&lt;60%</td>
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<tr>
<td>S</td>
<td>*394+</td>
<td>*&lt;60%</td>
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*Must have instructor’s written permission.*

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
An Incomplete grade may be considered in emergency situations only. Contact the instructor or refer to the course syllabus for details and conditions.