

Montgomery County Community College
OFM 245
Desktop Publishing
3-3-0

COURSE DESCRIPTION:

This course is designed for office professional staff, as well as for personal use. Using Microsoft Office Publisher software, students will reinforce and apply Windows skills, publication design techniques, page set-up and document layout, and work with text and graphic elements in a wide variety of business and personal publications. This is primarily a hands-on course.

REQUISITES:

Previous Course Requirements

None

Concurrent Course Requirements

None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Define desktop publishing and typography, and identify and apply the elements of effective design.	Lecture/Demonstration Simulations Hands-On Applications Projects	Projects Simulations Examinations Quizzes
2. Define and discuss the steps involved in developing and producing a desktop-published document; <i>i.e.</i> , opening, saving, closing, utilizing text boxes, viewing and printing, using the help information provided.	Lecture/Demonstration Simulations Hands-On Applications Projects	Projects Simulations Examinations Quizzes

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
3. Create a publication using a task pane; replace existing text, add graphic images, use Publisher sidebars, use the Publisher Gallery, and group objects.	Lecture/Demonstration Simulations Hands-On Applications Projects	Projects Simulations Examinations Quizzes
4. Identify and use layout and ruler guides, format a text box, apply bullets and numbering, spell check a publication, modify a design gallery object, paint formats, add a table.	Lecture/Demonstration Simulations Hands-On Applications Projects	Projects Simulations Examinations Quizzes
5. Insert and adjust clip art; copy, move, crop objects; align and group objects, layer objects, rotate images, use drawing tools, fill shapes with a variety of colors and patterns.	Lecture/Demonstration Simulations Hands-On Applications Projects	Projects Simulations Examinations Quizzes
6. Define, apply, modify, and delete styles; change a format into a style, create columns, adjust text overflows, add continued on/from notices, add drop caps and reverse text.	Lecture/Demonstration Simulations Hands-On Applications Projects	Projects Simulations Examinations Quizzes
7. Critique and strengthen a publication, rearrange elements, modify objects, refine a page, and experiment with design elements.	Lecture/Demonstration Simulations Hands-On Applications Projects	Projects Simulations Examinations Quizzes

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
9. Use borders and WordArt, define and utilize text wrap around an object, rotate text boxes, discuss commercial printers and prepare a publication for printing, use the Pack and Go Wizard.	Lecture/Demonstration Simulations Hands-On Applications Projects	Projects Simulations Examinations Quizzes
10. Integrate Publisher with other Office programs, use AutoCorrect, record images, link and embed objects, use Design Checker, understand speech recognition software.	Lecture/Demonstration Simulations Hands-On Applications Projects	Projects Simulations Examinations Quizzes
11. Create, examine and discuss a web site produced in Publisher.	Lecture/Demonstration Simulations Hands-On Applications Projects	Projects Simulations Examinations Quizzes

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria*.

SEQUENCE OF TOPICS:

1. Accessing, Examining the Microsoft Publisher Software
2. Creating a Publication
3. Working with Text
4. Working with Graphic Elements
5. Working with Multiple-Page Publications
6. Using the Advanced Features of Publisher
7. Working Efficiently with Publisher

8. Enhancing the Design of a Publication (Integrated Throughout the Course)

LEARNING MATERIALS:

Starks, Joy L. (2016). *Shelly Cashman Microsoft Office 365 & Publisher 2016: Comprehensive, Loose-leaf Version*. Cengage Learning. ISBN: 9781305871205.

Other learning materials, including Open Educational Resources (OER) may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:

Prepared by: Kimberly Mangan and Theresa Sullivan	Date: 1/2014
VPAA/Provost or designee Compliance Verification: Victoria L. Bastecki-Perez, Ed.D.	Date: 3/5/2014
Revised by: Theresa Sullivan	Date: 8/4/2016
VPAA/Provost or designee Compliance Verification: Victoria L. Bastecki-Perez, Ed.D.	Date: 8/8/2016
Revised by: Theresa Sullivan	Date: 3/5/2020
Provost or designee Compliance Verification:	Date: 3/6/2020



This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.