

**POFI 2331
Desktop Publishing**

Western Texas College

- I. Basic Course Information
 - A. Course description: In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications.
 - B. Any required prerequisites: None.
- II. Student Learning Outcomes
 - A. Student will manipulate text and graphics to create a balanced and focused layout; and create fliers, brochures, and multiple page documents. Grading will be measured by a desktop publishing evaluation rubric.
 - B. Student will define desktop publishing terminology. Grading will be by examination.
- III. Major Course Requirements
 - A. Requirement: There will be 4 chapter exams.
 - B. Requirement: There will be a final exam over one chapter.
- IV. Information on Books and Other Course Materials
 - A. Book: Microsoft Publisher 2010, Illustrated Series, Reding, Cengage: ISBN: 10:0-538-74950-4
 - B. Software: Must purchase or have access to Microsoft Office 2010.
- V. Other Policies, Procedures and Important Dates are available in the [Catalog](#).
- VI. Course Organization and Schedule
 - A. Weekly Course Schedule

Week Number	Section/Online Work
Week 1	Getting Started Logon instructions and learning Moodle
Week 2	Unit A: Getting Started with MS Publisher 2010
Week 3	Unit B: Creating a Publication
Week 4	Exam: Units A & B Lab Assignment
Week 5	Unit C: Working With Text
Week 6	Unit D: Working With Graphic Objects
Week 7	Exam Units: C & D Lab Assignment
Week 8	Unit E: Enhancing a Publication
Week 9	Unit F: Improving a Design
Week 10	Exam: Units E & F Lab Assignment

Week 11	Unit G: Working with Multiple Pages
Week 12	Unit H: Using Advanced Features
Week 13	Exam Units G & H Lab Assignment
Week 14	
Week 15	Unit I: Working Efficiently
Week 16	Final Exam

Disclaimer: Schedule and content is subject to change at the instructor's discretion.

Class/Lab Assignments	60%
Exams	20%
Final Exam	20%

Last Modified: August 19, 2015