

# North Central Michigan College

## NCMC MASTER COURSE SYLLABUS

Last Date Revised July 2002

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DIVISION/AREA: Business and Technology

DEPARTMENT:

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DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E.

ORIGINATOR:

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DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

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TOTAL HOURS OF INSTRUCTION: 2 LECTURE: 1 LAB: 1 TOTAL CONTACT HOURS: 35.2

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COURSE NUMBER: OAS 254

CREDIT HOURS: 2

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COURSE TITLE: Desktop Publishing for the Office

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TRANSFERABLE

YES:

NO: X

TO:

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PREREQUISITE(S)/COREQUISITE(S)/ADVISORY:

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## CATALOG DESCRIPTION:

A course designed to develop a fundamental knowledge of desktop publishing. Text and graphics will be combined to produce variety of finished documents such as newsletters, proposals and customer brochures. The student will acquire a skill that invaluable in both small and large offices, in volunteer organizations, and in personal use.

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## GENERAL EDUCATION OUTCOMES:

- Think critically and analytically
  - Write and speak effectively
  - Independently acquire knowledge
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## COURSE OBJECTIVES &amp; OUTCOMES:

At the successful completion of this course the student will:

- Have a basic knowledge of desktop publishing
- Have a basic knowledge of the design process
- Have a basic knowledge of formatting, font choice, paper choice
- Be able to create professional newsletters, brochures, flyers, logos and letterheads

- Have a knowledge of careers available in the desktop publishing field

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METHODS OF INSTRUCTION: Lecture and hands on compute exercises; presentations

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METHODS OF EVALUATION:

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REQUIRED TEXTS: *Microsoft Publisher 2000- Complete Concepts and Techniques*, Shelly Cashman Shelly

OPTIONAL SUPPLEMENTARY MATERIALS: Ten (10) 3.5" high density diskettes or one (1) Super disk (LS 120)

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Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

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TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON \_ 4/22/09 \_\_\_\_\_