



Course Syllabus

Course #: CIT 2320 VL **Course Name:** Desktop Publishing

Division: Business Technologies

Class Days:		Class Time:	
Location: Classroom:		Laboratory:	
Credit Hours: 4	Contact Hours:	Lab Hours:	Lecture Hours:

Instructor: Don Stull	Office Location: B104
Phone: 419-559-2243	Email Address: dstull@terra.edu
Office Hours: by appointment	
Division Office/Location: B104	Division Fax: 419-334-9414
Full-time Contact Person: Ms. Sherry Lenhart	Phone(s): 419-559-2300

Course Description:

The primary focus of this course addresses desktop publishing features on market-driven word processing software. Emphasis is placed on terminology and concepts as they apply to business, promotional, and personal documents. Projects assess the integration of competencies from the areas of information, technology, basic skills, and thinking skills. Expert level word processing skills are required.

Prerequisite(s): OAD 2310 or by permission

Corequisite(s): None

Entry Level Skills and Knowledge:

Keyboarding skills, expert level word processing skills

Required Texts, Supplies and Equipment:

Advanced Word 2003 Desktop Publishing, Arford, Burnside, EMC Paradigm Publishing Inc., 2005.
ISBN 0-7638-2182-9; Order No. 05649 (Text and CD)

3½ disk(s), Zip disk(s), CD(s), or Thumb drive(s)

Software requirements: Microsoft Word 2003, MS PowerPoint 2003, and Microsoft Publisher 2003

Grading:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 0-59

Learning Outcomes:

General Education

- Communicate effectively
- Evaluate and perform assignments in a logical fashion

Technical Education: None

Course Specific:

- Identify the design concepts of focus, balance, proportion, contrast, directional flow, consistency, and color.
- Evaluate documents for the use of basic design concepts.
- Integrate basic layout and design concepts using the desktop publishing features of *Word 2003* to enhance the readability of multiple-page, portrait, or landscape documents such as letterheads, business cards, personal documents, flyers, brochures, promotional document, presentation materials, and newsletters.
- Produce and enhance business and personal documents with variable page layouts using standardized type and graphic design techniques along with *Word* templates and clip art.
- Use *Word 2003* to manage desktop publishing files and document templates.
- Publish *Word* documents in a variety of formats, including *PowerPoint* presentations, *MS Publisher*, and Web pages.

Assessment of Student Learning:

This course may include a project that is one of several that will be used by faculty to assess student academic performance in the program. A panel of faculty will review all (projects or whatever assessment activity you are doing), then assess and summarize the academic performance of students at this point in the program. The results of this assessment will be shared among the department faculty, used to identify needed changes or improvements, and submitted to the Student Academic Assessment Committee as part of the college's overall student academic assessment effort.

Assessment Project and Measurement in course (if any): None

Plan of Work:

WEEK	LECTURE Advanced Word 2003 Desktop Publishing	ASSIGNMENTS Advanced Word 2003 Desktop Publishing
1 Jan. 8	Intro to Course Read pp. vii-x & Chapter 1	Complete Exercise: c01ex01 Chapter 1 Online test
2 Jan. 15	Read Chapter 2	Complete Exercises: c02ex01, c02ex02, c02ex03, c02ex04, c02ex05, & Chapter 2 Online test
3 Jan. 22	Read Chapter 3	Complete Exercises: c03ex01, c03ex02, c03ex03, c03ex04, c03ex05, c03ex06, & Chapter 3 Online test
4 Jan. 29	Read Chapter 4	Complete Exercises: c04ex01, c04ex02, c04ex03, c04ex04, c04ex05, & Chapter 4 Online test
5 Feb. 5	Performance Assessment Unit 1	Unit One DUE. Turn in ALL Unit Production Documents; Complete ALL Online Tests (1-4).
6 Feb. 12	Read Chapter 5	Complete Exercises: c05ex01, c05ex02, c05ex03, c05ex04, c05ex05, & Chapter 5 Online test
7 Feb. 19	Read Chapter 6	Complete Exercises: c06ex01, c06ex02, c06ex03, c06ex04, c06ex05, c06ex06, c06ex07 & Chapter 6 Online test
8 Feb. 26	Read Chapter 7	Complete Exercises: c07ex01, c07ex02, c07ex03, c07ex04, c07ex05, c07ex06, c07ex07 & Chapter 7 Online test
9 Mar. 5	*** SPRING BREAK ***	
10 Mar. 12	Read Chapter 8	Complete Exercises: c08ex01, c08ex02, c08ex03, & Chapter 8 Online test
11 Mar. 19	Read Chapter 9	Complete Exercises: c09ex01, c09ex02, c09ex03, c09ex04, & Chapter 9 Online test
12 Mar. 26	Performance Assessment Unit 2	Unit Two DUE. Turn in ALL Unit Production Documents; Complete ALL Online Tests (5-9).
13 Apr. 2	Read Chapter 10	Complete Exercises: c10ex01, c10ex02, c10ex03, c10ex04, c10ex05, c10ex06, c10ex07, c10ex08 & Chapter 10 Online test
14 Apr. 9	Read Chapter 11	Complete Exercises: c11ex01, c11ex02, c11ex03, & Chapter 11 Online test
15 Apr. 16	Read Chapter 12	Complete Exercises: c12ex01, c12ex02, c12ex03, c12ex04, c12ex05, & Chapter 12 Online test
16 Apr. 23	Performance Assessment Unit 3	Unit Three DUE. Turn in ALL Unit Production Documents; Complete ALL

	Online Tests (10-12).
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Course Requirements:

12 Tests (one per chapter)	30%
Production Documents	30%
Performance Assessments	30%
Instructor Evaluation	10%

Policies

Course Withdrawing: If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you simply stop coming to class, without officially withdrawing from the course, your grade is an automatic “F.” Please follow official College procedure for withdrawing from this or any course.

College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.

Support Services: The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at (419) 334-8400 X 208 or visit 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.

Tutoring services are available to students beginning the second week of every quarter. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to 100 Roy Klay Hall (Building A).