

Angelina College  
Business Division  
POFT 2331.1011 Desktop Publishing  
Online Course  
Instructional Syllabus

**I. BASIC COURSE INFORMATION**

**A. Course Description:**

Three credit hours. Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.

**B. Intended Audience:**

Introductory Course. This course may be taken either on the freshman or sophomore level

**C. Instructor Information: name, office location, office hours, and contact information**

Name: Donna Rieves

Office Hours: by appointment only

Phone: (936) 631-1686

E-mail Address: dcassels@angelina.edu

**II. INTENDED STUDENT OUTCOMES:**

**A. Core Objectives Required for this Course**

1. **Critical Thinking:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication:** to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
3. **Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusion

**B. Course Learning Outcomes for all Sections**

1. Manipulate text and graphics to create balanced and focused layout.
2. Define desktop Publishing terminology.
3. Create fliers, brochures, and multiple page documents.

**III. ASSESSMENT MEASURES OF STUDENT LEARNING OUTCOMES:**

**A. Assessments for the Core Objectives**

1. **Critical Thinking:** The specific learning activity that will be utilized for official assessment purposes will be to manipulate text and graphics to create a balanced and focused layout by completing Unit 1, Chapter 2 Assessments, Applying and Modifying Fonts, Format a Fundraiser Invitation. The student's performance of this specific learning activity will be assessed through utilization of the AC Critical Thinking Skills value rubric
2. **Communication Skills:** The specific learning activity that will be utilized for official assessment purposes will be to define desktop terminology through ten embedded questions with in the Final Exam (includes all key terms and concepts covered in this course). The student's performance of this specific learning activity, will be assessed through utilization of the AC Communication value rubric
3. **Empirical and Quantitative Skills:** The specific activity that will be utilized for official assessment purposes will be Unit 2, Chapter 7, Creating Brochures and Booklets—Safari three-panel brochure. This will require calculating margins and column widths; then, inserting text boxes and graphics sized appropriately to fit within brochure margins. The student's performance of this specific learning activity, will be assessed through utilization of the AC Empirical value rubric.

**B. Assessments for Core Learning Outcomes**

1. Students will demonstrate their ability to use desktop publishing skills to manipulate text and graphics to create a balanced and focused layout, for successful completion of internal documents.
2. Students will demonstrate their knowledge of the theory and techniques required to properly identify desktop publishing terminology and concepts through studying and preparing for the Final Exam.
3. Students will demonstrate their ability to use Microsoft WORD 2016 to create brochures from Unit 2 Chapter 7, Creating Brochures and Booklets.

#### IV. INSTRUCTIONAL PROCEDURES:

##### Methodologies that may be emphasized by the instructor

- A. Methodologies utilized in presenting course include Assignment Information PowerPoint Presentations, e-mail, and classroom lab. The student will be encouraged to ask questions during Lab days and through Blackboard email. Hands-on exercises are required. Assessment assignments will be given to reinforce the information as lab activities; which constitutes the lab hours.

#### V. COURSE REQUIREMENTS AND POLICIES:

##### A. Required Textbooks, Materials, and Equipment –

1. Rooggenkamp, Audrey, Ian Rutkosdy, and Joanne Arford. Microsoft Word 2016: Desktop Publishing, Benchmark Series. St. Paul, MN. By Paradigm Publishing, Inc., 2018

Must have access to the Internet

**Must have Microsoft WORD 2016 software**

Memory Stick

Other supplies as needed at home/classroom

##### B. Course Policies – (This course conforms to the policies of Angelina College as stated in the Angelina College Handbook.)

1. **Academic Assistance** – If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you should see Maria Lopez or Steve Hudman in room 200 of the Student Center. At a postsecondary institution, you must self-identify as a person with a disability; Ms. Lopez and Mr. Hudman will assist you with the necessary information to do so. To report any complaints of discrimination related to disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Room 101 of the Student Center. You may also contact Dean Hudman by phone at [\(936\) 633-5292](tel:9366335292) or by email [shudman@angelina.edu](mailto:shudman@angelina.edu).
2. **Veterans** - You must comply with your specific attendance requirements in addition to the attendance requirements specified in this syllabus.
3. **Discrimination** – Angelina College admits students without regard for race, color, creed, sex, national origin, age, religion, or disability. To report any discrimination, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Room 101 of the Student Center. You may also contact Dean Hudman by phone at [\(936\) 633-5292](tel:9366335292) or by email [shudman@angelina.edu](mailto:shudman@angelina.edu).
4. **Attendance** – You are expected to attend class regularly, online you must submit documents on time. According to Angelina College's policy allows an instructor to drop a student after 3 consecutive or 4 accumulative absences, and if the student wishes to be readmitted, the approval must come from the Dean of Instruction. However, this instructor **will not** drop a student for absenteeism. If a student is unable to complete this course or any course, the student must withdraw by the stated date in the college bulletin.
5. **Additional Policies Established by the Individual Instructor** – Submit documents on time.

All make-up work is at the discretion of the instructor. When such make-up work is allowed, it is the responsibility of the student to arrange for it with the instructor and to complete it within a reasonable time.

VI. **COURSE OUTLINE:**

A. Description of the Course Activities, including due dates, schedules, and deadlines.

- August 30 Introduction to Desktop Publishing course and explanation of classroom time versus online.**  
Unit 1, Chapter 1: "Understanding the Desktop Publishing Process," pp.3-45. Chapter 1 Quiz Available (may not be available until 9/5)
- September 6 Open and download files to flash drive. Introduce the e-book**  
Unit 1, Chapter 2: "Applying and Modifying Fonts," pp.3-45. Chapter 2 Quiz Available.  
**Due date for Chapter 1 Quiz (11:59 p.m.)**
- 13 Due Date for, Chapter 2, all assignments and quiz (11:59 p.m.)**
- 20** Unit 1, Chapter 3: "Creating Personal Documents and Templates" pp.75-100. (Assignments and Lab Available) Chapter 3 Quiz Available.
- 27 Due Date for, Chapter 3, all assignments and quiz (11:59 p.m.)**
- October 4** Unit 1, Chapter 4: "Creating Letterheads, Envelopes, Business Cards, and Press Releases," pp.101-141. (Assignments and Lab Available) Chapter 4 Quiz Available.
- 11 Due Date for Chapter 4, all assignments and quiz (11:59 p.m.)**
- 18 Unit 1 Theory Test-Chapters 1-4 (Available)**
- 25** Unit 2, Chapter 5: "Creating Flyers and Announcements" pp.145-184. (Assignments and Lab Available) Chapter 5 Quiz Available.
- November 1 Due Date for Chapter 5, all assignments and quiz (11:59 p.m.)**
- 8** Unit 2, Chapter 6: "Creating Newsletters" pp.185-244. (Assignments and Lab Available) Chapter 6 Quiz Available.
- 15 Due Date for Chapter 6, all assignments and quiz (11:59 p.m.)**
- 29** Unit 2, Chapter 7: "Creating Brochures and Booklets" pp.245-278. (Assignments and Lab Available) Chapter 7 Quiz Available.

December 6 **Due Date for Chapter 7, all assignments and quiz (11:59 p.m.)**  
Unit 2, Chapter 8: "Creating Flyers and Announcements"  
pp.279-313. (Assignments and Lab Available) Chapter 8 Quiz Available.

**10 Due Date for Chapter 8, all assignments and quiz (11:59 p.m.)**

**Nov. 29-Dec. 10 Unit 2 Theory Test – Chapters 4-7 (Available)**

December 10-12**Final Exam (Comprehensive Final Exam of all Quizzes)**

**\*\*THIS COURSE OUTLINE IS SUBJECT TO MODIFICATION AT THE DISCRETION OF THE INSTRUCTOR.**

**VII. EVALUATION AND GRADING:**

**A. Grading Criteria**

Exams	=	50%
Lab Assignment and quizzes	=	<u>50%</u>
Total	=	100%

**B. Determination of Grade**

Angelina College uses a ten point grading system as follows:

100	—	90	=	A
89	—	80	=	B
79	—	70	=	C
69	—	60	=	D
59	&	Below	=	F

**The instructor may modify the provisions of the syllabus to meet individual class needs by informing the class in advance as to the changes being made.**