

Date: February 2006

- I. Course Name:** Word Processing II  
**Course Prefix and Number:** OFT 211  
**Credit Hours and Contact Hours:** 3 credit hours - 4 contact hours  
**Catalog Description:**

This course provides hands-on training in word processing and presentation application software to learn desktop publishing techniques. Students build on their knowledge developed in OFT 210 to create professional-looking documents including flyers, brochures, and newsletters. Prerequisite: OFT 210 or permission of instructor.

## **II. Course Outcomes and Objectives**

The primary objective of this course is to provide students with knowledge of desktop publishing techniques so they may produce brochures, newsletters, labels, flyers, etc. with ease on the job.

### **Learning Outcomes:**

Upon completion of this course, the student will be expected to be familiar with the following:

1. The desktop publishing process
2. Preparing documents using basic typography
3. Creating letterheads and business cards
4. Creating personal documents such as resumes, personal calendars
5. Creating flyers
6. Creating brochures
7. Creating specialty promotional documents such as certificates
8. Creating newsletters
9. Creating reports, manual

### **Relationship to Academic programs and curriculum:**

This course provides the students with knowledge of producing basic desktop publishing documents for businesses. This familiarity gives the student another facet that he/she can offer an employer upon completion of the degree.

This is a required course for the Administrative Assistant degree.

### **College competencies addressed by the course:**

- Reading
- Mathematics
- Computer Literacy
- Problem Solving
- Global Concerns
- Ethics/Values
- Professional Competency

## **III. Methods of Instruction**

**Types of Course materials:**

Text: *Advanced Microsoft® Word 2003 Desktop Publishing Signature Series*; Joanne Arford and Judy Burnside, EMC Paradigm Publishing Co.

Supplies: Disks and printer paper

**Methods of instruction:**

- Lecture
- Individualized Instruction
- Demonstration
- Written Assignments
- Projects
- Discussions

**Assessment measures:**

Faculty may use a variety of assessment measures including, but not limited to: informal writing, non graded quizzes, and discussions.

**Methods of Evaluation:**

- Projects
- Tests

Both projects and tests are graded on the following basis: For each occurrence of an error, two (2) points is deducted; four (4) points are deducted for format and software errors.

**IV. General Outline of Topics covered**

The following represent the various topics to be covered in the course:

- I. The desktop publishing process
- II. Preparing documents using basic typography
- III. Creating letterheads and business cards
- IV. Creating personal documents such as return address labels and personal calendars
- V. Creating flyers and announcements
- VI. Creating brochures and booklets
- VII. Creating promotional documents
- VIII. Creating Web Pages
- IX. Creating a PowerPoint Presentation
- X. Creating newsletters