

## **Miami-Dade Community College OST 1821- Desktop Publishing Applications**

### Catalog Description:

Teaches how to use a desktop publishing software program on a microcomputer system with a mouse. Students will learn how to design different types of publications to include text and graphics for newsletters, flyers, posters, brochures, and booklets or for any other publishing need. No prior design or publishing experience is required. A.S. degree credit only.

*3 credits*

### Course Competencies:

Competency 1: The student will demonstrate an understanding of the basics of creating and editing a publication by:

- a. Starting Publisher and using Publisher's wizard to create an advertisement flyer.
- b. Editing and saving text in a publication.
- c. Moving, resizing and enhancing a publication with formatting and graphics.
- d. Opening, modifying and printing a publication.
- e. Creating a website from a publication.

Competency 2: The student will demonstrate an understanding of the basics for creating a newsletter by:

- a. Using Publisher in the design and editing process of the newsletter.
- b. Editing the design set.
- c. Using graphics in a publication, such as adding or replacing the graphic.
- d. Inserting a Word Art object.
- e. Adding page numbers to the background.
- f. Checking a publication for errors, such as spelling, grammar, and design errors.
- g. Printing a two-sided page.

Competency 3: The student will demonstrate an understanding of preparing a tri-fold brochure for outside printing by:

- a. Using photographs or images in a brochure.
- b. Creating and shaping a logo from scratch.
- c. Editing the front panel and font color.

- d. Creating a calendar using the design gallery.
- e. Identifying the printing, paper, and color necessary for a brochure.

Competency 4: The student will demonstrate an understanding of Web Properties by:

- a. Editing web objects.
- b. Using hyperlinks and command buttons.
- c. Viewing and saving a website.

Competency 5: The student will demonstrate an understanding of the principles of Personalizing and Customizing a publication with information sets by:

- a. Creating letterhead, business cards, and envelopes.
- b. Creating and finish editing a company letterhead logo.
- c. Using the measurements toolbar.
- d. Creating and using an address list and labels.

Competency 6: The student will demonstrate an understanding of creating business forms and tables by:

- a. Creating and formatting an invoice template.
- b. Creating a Fax Cover sheet.
- c. Creating and using tables in the workplace; work schedules.
- d. Merging cells and entering data in the table