

MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

COURSE OUTLINE

DEPT. ADSA

COURSE NUMBER: 1136

NUMBER OF CREDITS: 2

Lecture: 1 Lab: 1 OJT 0

Course Title:
Desktop Publishing

Catalog Description:
Desktop Publishing is designed to introduce the student to the concepts, terminology, techniques, and applications of desktop publishing. The student will integrate text and graphics to produce professional-quality publications.

Prerequisites or Necessary Entry Skills/Knowledge:
None

FULFILLS MN TRANSFER CURRICULUM AREA(S) (*Leave blank if not applicable*)

- ☐ Goal 1: Communication: By meeting the following competencies:
- ☐ Goal 2: Critical Thinking: By meeting the following competencies:
- ☐ Goal 3: Natural Sciences: By meeting the following competencies:
- ☐ Goal 4: Mathematics/Logical Reasoning: By meeting the following competencies:
- ☐ Goal 5: History and the Social and Behavioral Sciences: By meeting the following competencies:
- ☐ Goal 6: The Humanities and Fine Arts: By meeting the following competencies:
- ☐ Goal 7: Human Diversity: By meeting the following competencies:
- ☐ Goal 8: Global Perspective: By meeting the following competencies:
- ☐ Goal 9: Ethical and Civic Responsibility: By meeting the following competencies:
- ☐ Goal 10: People and the Environment: By meeting the following competencies:

Topics to be Covered
Designing and creating newsletters, brochures, flyers, letterheads, and Web pages, applying graphics and enhanced text.

Student Learning Outcomes
Describe features of desktop publishing software using desktop publishing terminology
Create basic publications
Create a newsletter including imported data from other sources
Create brochure using additional editing and formatting features
Create flyer using editing and formatting features

Enhance a publication with graphics, enhanced text, and linked text boxes
Apply drawing features to objects
Prepare business stationery and business card
Format objects and images using advanced graphic features for publication
Create other publications with templates and without templates
Create Web pages
Prepare publication for commercial printing

Is this course part of a transfer pathway: Yes ☐ No ☒

Revised Date: 6/2021