MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.

DEPT.   CSBM   **COURSE NO**. 1210

NUMBER OF CREDITS: 2

COURSE TITLE   DESKTOP PUBLISHING FOR SMALL BUSINESS

CATALOG DESCRIPTION   This course covers desktop publishing techniques and applications used to design professional looking documents. The student will be able to create, edit, manipulate and print documents using selected software.

AUDIENCE   Business Owners, Employees, Entrepreneurs

FUFILLS MN TRANSFER CURRICULUM AREAS(S) (Leave blank if not applicable)
Area   : by meeting the following competencies:
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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: Student is a business owner, employee or entrepreneur or by special permission of the instructor.

LENGTH OF COURSE: 16 WEEKS

THIS COURSE IS USUALLY OFFERED:
Every other year ☐   Fall ☒   Spring ☒   Summer ☒   Undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) **ACADEMIC CONTENT:** Read manual.
2) **THINKING SKILLS:** Identify source documents.
3) **COMMUNICATIONS SKILLS:** Describe data security procedures.
4) **HUMAN DIVERSITY:**

TOPICS TO BE COVERED: The main focus of this course is for the student to learn how to setup, implement and maintain Desktop Publishing software.

LIST OF EXPECTED COURSE OUTCOMES:
Install and configure software.
Describe data security procedures.
Identify source documents.

Develop data entry procedures.
Perform formatting commands.
Describe text manipulations.
Describe printer commands.
Perform editing commands.
Perform page layout commands.
Import clip art.
Perform data transfer and storage.
Create Desktop Publishing documents.
Print accurate documents

LEARNING/TEACHING TECHNIQUES used in the course are:

X	Collaborative learning	X	Problem Solving
X	Student Presentation	X	Interactive Lectures
X	Creative Projects	X	Individual Coaching
X	Lecture	X	Films/Videos/Slides
X	Demonstrations	☐	Other (describe below)
X	Lab		

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

X Reading	X Tests	X Individual Projects
X Oral Presentations	X Worksheets	X Collaborative Projects
X Textbook Problems	X Papers	☐ Portfolio
X Group Problems	☐ Term Paper	
☐ Other		

EXPECTED STUDENT LEARNING OUTCOMES:
See expected course outcomes.

The information in this course outline is subject to revision

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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