



# Wayne County Community College District

## COURSE SYLLABUS

### OIS 227 Desktop Publishing I

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**CREDIT HOURS:** 3.00

**CONTACT HOURS:** 45.00

**COURSE DESCRIPTION:**

This course provides a BASICS step-by-step introduction to Adobe PageMaker 7 software. Everything from creating a publication and working with styles and graphics to working with tables and templates is covered. (Course is 85-90% hands-on).

**PREREQUISITES:** *OIS 102 Recommended*

**EXPECTED COMPETENCIES:**

Upon successful completion of this course, the student will be able to:

1. Define and trace the history of Desktop Publishing
2. Get started with PageMaker
3. Create a publication
4. Work effectively
5. Import and position text
6. Use the story editor
7. Understand typography
8. Change type specifications
9. Work with tabs and indents
10. Apply spacing and alignment techniques
11. Use hyphenation and punctuation
12. Work with graphics
13. Apply advanced graphic features
14. Work with styles
15. Apply advanced style techniques
16. Work with large publications
17. Work with tables
18. Work with color
19. Use color in publications
20. Apply advanced publication techniques

**ASSESSMENT METHODS:**

Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

**GRADING SCALE:**

90%-100% = A  
80%-89.9% = B  
70%-79.9% = C  
60%-69.9% = D  
<60% = E