

SYLLABUS
PART I
EDISON STATE COMMUNITY COLLEGE
OHA 253S OFFICE PUBLISHING
3 CREDIT HOURS

COURSE DESCRIPTION

Introduction to the concepts and fundamentals of office publishing using integrated office publications. Emphasis on proper procedures to design and create professional quality publications suitable for professional purposes and personal use. Principles of layout and design will be included. Prerequisite: CIT 110S and OHA 100S or department permission. Lab fee.

COURSE GOALS

The student will:

Bloom's Level		Program Outcomes
3	1. Demonstrate the fundamental features of Microsoft Office Publisher software.	1, 3
4	2. Compare word processing, graphics, and page assembly software.	1, 3
3	3. Prepare professional quality publications that include newsletters, brochures, business forms, and web pages.	1, 2, 3
3	4. Apply the basic elements of layout and design to professional documents.	2, 9
4	5. Analyze possible design improvements to sample documents.	9, 10
3	6. Apply rules of proper grammar, proofreading, and English usage.	2
5	7. Create and design personal and professional documents.	1, 2, 3, 9,10

CORE VALUES

The Core Values are a set of principles that guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce those Core Values whenever appropriate.

TOPIC OUTLINE

1. Introduction to Microsoft Publisher Software
2. Basic Layout and Design Principles
3. Publication Graphics
4. Publication Personalization and Customization
5. Business Forms and Tables
6. Microsoft Publisher and Other Microsoft Office Application Document Linkage
7. Basics of Speech and Handwriting Recognition with Publisher

