POFI 2331
Desktop Publishing for the Office

Credits: 3 semester credit hours (2 hours lecture, 2 hours lab)
Prerequisites: POFI 2301, POFT 1329.

Course Description

In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing feature. Emphasis on layout techniques, graphics, and multiple page displays. **Course Level:** Advanced .

Textbook and Materials (furnished by students)

- Rutkosky, Roggenkamp, & Rutkosky. (2014). Microsoft Word 2013: Benchmark Series, Text with data files CD, Level 2. St. Paul, MN: Paradigm Publishing. ISBN: 978-0-76385-388-4 (**required**, **no digital book**)
  - Student Resources CD: Contains the data files required for completing projects and assignments.
  - Book's website: http://paradigm.emcp.com/computer-technology/benchmark-series-microsoft-word-2013-level-2.html
    - Price, downloads, study quizzes, web links, and tips:
  - Resource Center
- MS Word 2013 Certification Test
  - https://www.microsoft.com/learning/en-us/exam-77-418.aspx
- USB device (**flash/pin drive)**

Course Objectives

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

1. Demonstrate proficiency in word processing applications and producing mailable business documents.
2. Use correct formatting procedures to create a variety of business documents.
3. Define desktop publishing terminology and create professional-looking documents.
4. Manipulate text and graphics to create a balanced and focused layout.
5. Create flyers, brochures, and multiple page documents according to specified procedures.
6. Recognize general concepts and applications learned in POFI 2301 (Word Processing) and POFT 1329 (Beginning Keyboarding).
7. Examine layout and design, proofread, and revise documents to produce professional-looking business documents.
8. Value the effective human relations and communication in a professional working environment.

Course Outline

I. Review
II. Formatting and Customizing Documents
   A. Customizing Paragraphs and Pages
      1. Interting custom numbers and bullets
      2. Inserting multilevel list numbering
      3. Customizing images and text boxes
      4. Inserting headers and footers
      5. Printing sections
      6. Keeping text together
      7. Creating charts
   B. Proofing Documents
      1. Checking the spelling and grammar in a document
      2. Displaying word count
      3. Using the thesaurus
      4. Defining words
      5. Translating text to and from different languages
   C. Automating and Customizing Formatting
      1. Customizing AutoCorrect
      2. Inserting Quick Parts
      3. Displahying ribbon options
      4. Customizsing the Quick Access toolbar
      5. Customizing the ribbon
   D. Customizing Themes, Creating Macros, and Navigating in a Document
      1. Customizing themes
      2. Formatting with styles
      3. Creating macros
      4. Navigating in a document
III. Editing and Formatting Documents
   A. Inserting Special Features and References
      1. Sorting text in paragraphs
      2. Sorting and slecting records in a data source
      3. Inserting nonbreaking spaces
      4. Finding and replacing special characters
      5. Creating and using templates
      6. Creating footnres and endnotes
      7. Creating citations and biographies
   B. Creating Specialized Tables and Indexes
      1. Creating a table of contents
      2. Customizing a table of contents
      3. Creating a table of figures
      4. Creating an index
   C. Working with Shared Documents
      1. Inserting and managing comments
      2. Tracking changes in a document
      3. Comparing documents
      4. Combining documents
      5. Embedding and linking objects
   D. Protecting and Preparing Documents
      1. Protecting documents
      2. Managing document properties
      3. Restricting documents
      4. Inspecting documents
      5. Managing versions

Grading System
        90-100 A
         80-89 B
         70-79 C
         60-69 D
          0-59 F

Course Evaluation

1) **Daily Work & Homework (classwork and/or homework) – 25%**
   In the evaluation, the following aspects will be considered: use of correct format, following oral and written instructions, use of word processing functions, typing accurate documents, and submitting documents on the date requested during the class period. Incomplete documents will not be accepted. Documents with more than **four** minor errors will be considered void; documents with **two** or more major errors will be VOID. **Blackboard** is the platform used for work submission (as requested). Incomplete documents will not be accepted.

   Late work is accepted with <u>no penalty only with a doctor's excuse</u>. Please bring the doctor's excuse and attach it to your late work. The documents must be submitted the following day of class. Late work without a doctor's excuse will not be accepted. Late work will not be accepted once that assignment has been graded and returned to the class.

2) **Examinations – 60%**
   Blackboard platform will be used for quiz and quiz submission (as requested).
   a. <u>Objective – 20%</u>
       Quizzes will be administered during the semester. To improve your chances to succeed in these tests, you should take regular notes during the semester, revise your graded work, and keep reading the textbook.
   b. <u>Practical – 40%</u>
       Two practical exams will be administered during the semester. The exams will have several documents for applying the functions learned. Formatting must be applied. Each document will have a value based on its complexity and length. Your score will be based on accuracy, proper use of word processing functions, document formatting, and proofreading. All the documents submitted for grading must be completed. Points will be deducted from the total to reflect overall quality.
   c. <u>Proofreading</u>
       Proofreading is an important technique that you need to develop for all my courses. It is expected that all your work be perfectly proofread.

3) **Final → MCAS Exam – 15% (LIT Requirement)**
   The final exam is the **Word 2013 Microsoft Certified Application Specialist (MCAS)** exam. Cost $95**.**

Course Requirements

A. The student must be able to read, listen, key, and write proficiently.
B. Purchase required textbook and materials for the class the first week of the semester.
C. Regular attendance is essential to pass this class.
D. Use MS Word 2013 to do the classwork.
E. Utilize proper keyboarding technique.
F. Do lessons as requested by instructor.
G. Turn in work on time. Late submissions are not accepted.
H. Blackboard® will be used for information, file submission, quizzes, and/or assessment purposes.
I. A grade of "C" or better must be earned in this course for credit toward degree requirements.
J. **Attendance Policy**: Two absences are allowed. If a student is tardy for class or departs early three (3) times, it will be equal to one (1) absence. Each absence beyond two absences will result in a 1-point deduction from your final grade for each extra absence.
K. If you wish the drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building. You may also visit the online resource at http://www.lit.edu/depts/stuserv/special/defaults.aspx

Student Code of Conduct Statement

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the LIT Catalog and Student Handbook. The LIT Catalog and Student Handbook may be accessed at www.lit.edu or obtained in print upon request at the Student Services Office. Please note that the online version of the LIT Catalog and Student Handbook supersedes all other versions of the same document

Contact Information

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