

OTEC2830 Desktop Publishing Concepts and Applications

Common Course Outline

Course Information

Organization	South Central College
Revision History	2008-2009
Division	Business
Department	Office Technology
Total Credits	3

Description

Students will integrate word processing, graphics, and manipulate text graphics to produce professional quality publications. The topics covered are most useful to the student who has prior word processing experience and who needs to understand page compositions and typography for the purpose of preparing documents with flair. The course introduces the concepts, terminology, techniques, and applications of desktop publishing. Design concepts are limited to those useful in business applications and are not intended to present a "graphics/commercial art" focus. The emphasis will be on developing proficiency, preparing applications-based projects, and mastery of the software. (Software will vary according to current industry trends.)

Types of Instruction

Instruction Type	Contact Hours	Credits
Lecture	32	2
Lab	32	1

Prerequisites

OTEC1875 Keyboarding II

OTEC2875 Word Processing Concepts and Applications: Expert

Exit Learning Outcomes

Core Abilities

- A. Communication
- B. Critical Thinking
- C. Math Logic
- D. Professionalism
- E. Technology Literacy

Competencies

1. Describe features of publisher software

Learning Objectives

- a. Open Publisher software
- b. Describe Publisher software Help feature and the Office Assistant
- c. Describe the speech and handwriting recognition features of Publisher software

Concepts And Applications For Desktop Publishing

NARAYAN CHANGDER



Concepts And Applications For Desktop Publishing:

Concepts and Applications for Desktop Publishing Amy E. Arntson, Nordquist, 1993-01-01 Concepts and Applications for the Desktop Publisher Amy E. Arntson, Nordquist, 1993-01-01 **COMPUTER CONCEPTS & APPLICATIONS** NARAYAN CHANGDER, 2022-12-25 Note Anyone can request the PDF version of this practice set workbook by emailing me at cbsenet4u gmail com I will send you a PDF version of this workbook This book has been designed for candidates preparing for various competitive examinations It contains many objective questions specifically designed for different exams Answer keys are provided at the end of each page It will undoubtedly serve as the best preparation material for aspirants This book is an engaging quiz eBook for all and offers something for everyone This book will satisfy the curiosity of most students while also challenging their trivia skills and introducing them to new information Use this invaluable book to test your subject matter expertise Multiple choice exams are a common assessment method that all prospective candidates must be familiar with in today s academic environment Although the majority of students are accustomed to this MCQ format many are not well versed in it To achieve success in MCQ tests quizzes and trivia challenges one requires test taking techniques and skills in addition to subject knowledge It also provides you with the skills and information you need to achieve a good score in challenging tests or competitive examinations Whether you have studied the subject on your own read for pleasure or completed coursework it will assess your knowledge and prepare you for competitive exams quizzes trivia and more The Ultimate Desktop Publishing Book Bill Rosoman, 2011-03-26 The Ultimate Desktop Publishing Book Desktop Publishing using Free Open Source Software A Brilliant Book giving You All the Tools and Examples You Need to Create That Masterpiece within You Creating and publishing a magazine ezines books ebooks posters flyers calendar menu certificates or business cards could Never Be Easier **Comprehensive Computer and Languages** Ashok Arora, 2005-12 **Concepts and Applications for the Desktop Publisher** L. Joyce Arntson, 1994 **Whizkids Presentation & Desktop Publishing I' 2002 Mill Ed.** , Concept of Operations (ConOps V1.0) for the Future Digital System United States. Government Printing Office, 2004 **PC Mag** , 1989-10-31 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology *The Internet Encyclopedia* Hossein Bidgoli, 2004 Publisher Description **Online and Distance Learning: Concepts, Methodologies, Tools, and Applications** Tomei, Lawrence A., 2007-07-31 This comprehensive six volume collection addresses all aspects of online and distance learning including information communication technologies applied to education virtual classrooms pedagogical systems Web based learning library information systems virtual universities and more It enables libraries to provide a foundational reference to meet the information needs of researchers educators practitioners administrators and other stakeholders in online and distance learning Provided by publisher *Desktop Publishing Using PageMaker 4.0 on the IBM PC* Don Busche, Nick Keefe, 1992

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Practices Kesho Prasad, 2012 In today's corporate world employee management is first and the foremost concern of any organization. An organization can easily churn out the best out of their employees by improvising the strategic development within the human resource norms. This book comprehensively discusses the strategic management functions that are designed to meet the business objectives effectively. This textbook explains the concepts of human resource management (HRM) and human resource development (HRD) and shows how they supplement and complement each other. The book explicates how sourcing, retention, development, compensation, and performance are driven by the strategic business needs in an organization. Divided into four parts, the book explicates strategic developmental aspects of the people training and development vis-à-vis organizational behaviour, culture, and leadership, as well as the primacy of technology in training, as well as the concepts of human resource management and human resource development. The special feature of this book is a chapter on Competency Mapping, which is a tool to identify accurate skills for developing competency requirements within the employees.

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