

## **COURSE INFORMATION**

COURSE PREFIX/NO.: **AOT 265**  
COURSE TITLE: **Office Desktop Publishing**  
LEC HRS/WEEK: 3.0  
LAB HRS/WEEK: 0.0  
Credit HRS/SEMESTER: 3.0

[DL ATTENDANCE/VA STATEMENT](#)  
[TEXTBOOK INFORMATION](#)

## **COURSE DESCRIPTION**

This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

## **COURSE COMPETENCIES**

### **Module 1: Using PowerPoint**

1. Apply layout and design concepts in the preparation of presentations.
2. Identify the parts of the PowerPoint screen; work with dialog boxes, menus, and toolbars; and use PowerPoint's help menu.
3. Create a presentation; add and delete slides; edit slides, and change the design template for a presentation.
4. Employ PowerPoint's wizards and templates; employ the page setup commands; employ PowerPoint's Web tools, and print a presentation.
5. Design a presentation, including paper orientation, and page and paper sizes using page layout features.
6. Edit and format a presentation using character and paragraph formatting, bulleted lists, and spelling and style checkers, hyphenation, widows and orphans, columns, find and replace, etc.
7. Insert and modify tables, objects, and charts in a presentation.
8. Insert graphic objects, including pictures, WordArt, AutoShapes, and use other drawing tools.
9. Develop presentations using PowerPoint features including, masters, color schemes and backgrounds, headers and footers, transitions and animation effects.
10. Run a slide show both manually and automatically.
11. Plan, design, and deliver a PowerPoint presentation to an audience.

### **Module 2: Using FrontPage**

1. Create a web page, add text to a page, and add pages to a web.
2. Create a web page using a template, add themes, and import text and images.
3. Edit a web page-moving images, adding and deleting text.
4. Create bullets, hyperlinks, and hotspots.
5. Create a web page using a wizard
6. Add additional elements and components, including: text animations, page transitions, a hit counter, compose marquee text, and search forms.
7. Insert a table.
8. Create web pages with frames.
9. Manage a Web site, including changing text on the web, using different views, managing hyperlinks, organizing tasks, and previewing a web page.
10. Explain copyright and other legal responsibilities of managing a web.
11. Plan, design, develop, and publish a FrontPage website and present to an audience.
12. Scan text and graphics, and take pictures with a digital camera and incorporate into publications.

## **MINIMUM STANDARDS**

1. Students will take four theory tests. The theory tests will cover the material covered in the text. Theory tests are worth ten percent towards the final grade. Minimum competency is sixty percent. Students who receive less than sixty percent may restudy the material and retake the test. The average of the original test and retest will constitute the final grade on the test.

2. Students are to complete all exercises within each chapter, unless noted on the assignment sheet. Chapter exercises are not to be submitted. At the end of each chapter specific review exercises (listed on assignment sheet) are to be completed and submitted for grading.

3. Students will be given assignments at the end of each chapter. Assignments will be evaluated as being mailable, mailable with reservation, or unmailable based on mailability standards. Each assignment will carry weights of 1-3 points. Mailable assignments will be awarded full points, mailable with reservation--half credit, and unmailable--no credit. Students are expected to proofread and correct any errors before submitting assignments.

### **Mailability Standards**

1. misspelled word
2. misused word
3. omission of any standard part of a presentation or Web site
4. failure to follow directions
5. improper margins or spacing
6. capitalization, punctuation, grammatical, or keyboarding errors
7. omission of number of letters in a sequence
8. material changed/alterd that alters intended meaning
9. errors in calculations
10. formatting errors
11. incorrect expression of numbers
12. repeating the last word on next line
13. incorrect division of words
14. omission of hyphens in compound modifiers
15. omission of apostrophe to show possession
16. improper placement
17. improper use of headers/footers
18. ragged or uneven right margins
19. widow orphan lines
20. transposition of letters or words

## **COURSE REQUIREMENTS**

### **Attendance**

The attendance policy as stated in the *York Technical College Catalog and Handbook* will be enforced. Attendance is required on test days unless the student has a doctor's excuse, etc., indicating an unusual circumstance for absence. If a student must be absent on a test day, the student should make arrangements with the instructor to take the test before the absence.

### **Student Conduct**

Students are responsible for adhering to all student conduct policies as outlined in the college catalog.

## EVALUATION STRATEGIES/GRADING

This course is divided into two modules. Modules may be completed in either order. Students may exempt either of the two modules by completing both a theory and hands-on exam with a score of at least 80% on each exam.

Students will be awarded points for the completion of assignments and tests. Grades will be based on assignments and theory tests.

| <b>Modules</b>       | <b>Percentage of Final Grade</b> |
|----------------------|----------------------------------|
| Module #1 PowerPoint |                                  |
| Theory Test #1       | 10%                              |
| Theory Test #2       | 10%                              |
| Assignments          | 30%                              |
| Module #2 FrontPage  |                                  |
| Theory Test #1       | 10%                              |
| Theory Test #2       | 10%                              |
| Assignments          | 30%                              |

Final evaluation will be based on the following grading scale:  
A=90-100; B=80-89; C=70-79; D=60-69; and below 60=F.

**ENTRY-LEVEL SKILLS**--None

**PREREQUISITES**—AOT105 or Keyboarding skills

**CO-REQUISITIES**--None

EFFECTIVE: FA2006