COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 1150: Intro to Desktop Publishing

A. CATALOG DESCRIPTION  
1. Credits: 2  
2. Hours/Week: 2  
3. Prerequisites (Course discipline/number): College level reading and writing skills, Able to use the keyboarding and basic word processing skills.  
4. Co-requisites (Course discipline/number): None  
5. MnTC Goals (if any): NA  

This course is an introduction to computerized publications design utilizing professional publishing software such as Microsoft Publisher. It will include discussion and practical hands-on experience with page design, layout, graphics, and typography.

B. DATE LAST REVISED (Month, year): November, 2012

C. OUTLINE OF MAJOR CONTENT AREAS:  
1. Concepts of page design (general rules of good visual appearances)  
2. Concepts of layout (actual placement of copy, headlines, graphics, etc.)  
3. Concepts of graphics (choice and location of art and photos)  
4. Concepts of typography (using type sixes, fonts, spacing, etc.)  
5. Introduction to the publishing software  
6. Publication production

D. LEARNING OUTCOMES (GENERAL): The student will be able to:  
1. Recognize and explain fundamental page design concepts to produce high quality publications.  
2. Demonstrate principles of page design and working with text.  
3. Create documents and work with frames.  
4. Apply color and special effects.  
5. Create graphics and link graphics.  
6. Apply the concepts of typography.  
7. Create books, tables of contents, indexes.  
8. Produce documents for publication.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:  
1. Tests  
2. Written assignments  
3. Hands-on assignments

G. RCTC CORE OUTCOME(S) ADDRESSED:  
- Communication  
- Critical Thinking  
- Global Awareness/Diversity  
- Civic Responsibility  
- Personal/Professional Accountability  
- Aesthetic Response

H. SPECIAL INFORMATION (if any): Normal fees that are charged for other computer classes and for online classes.