AOT 265
OFFICE DESKTOP PUBLISHING

Course Description
This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents. Prerequisite: AOT 163 or word processing experience.
3 Cr (3 lecture/presentation, 0 lab, 0 other)

Course Focus
Focus of course is to produce a variety of documents.

Text and References

Course Goals
The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)

1. Open publisher software
2. Create publisher document
3. Name publisher document
4. Save publisher document
5. Exit publisher program
6. Exit windows program
7. Move insertion point
8. Scroll within document
9. Select text in document
10. Use undo button
11. Use redo button
12. Use help feature
13.* format pages
14.* format publisher document
15. Check spelling
16. Choose publisher style
17. Copy text
18.* adjust critical components
19. Alter margins
20.* customize appearance
21. Decrease font size
22. Insert enhancements
23.* format theme
24. Increase font size
25. Employ special features
26. Rename folder
27. Set methods
28.* review formatting
29. Review document components
30. Change color appearance
31. Change document view
32. Change font appearance
33. Insert clipart
34. Modify WordArt
35. Utilize printer
36. Apply borders
37. Apply style
38.* apply style variety
39. Employ template
40. Create company flyer
41. create stationary
42. Prepare announcement
43. Prepare invitation
44. Prepare newsletter
45. Close publisher document

Student Contributions
Students will spend at least three hours a week outside of class.

Course Evaluation
The final grade will be determined by the following:
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Completion of lessons 400 points
Three Tests (100 pts. Each) 300 points
Final Project/Final Exam 300 points
The grading scale is as follows:

- 900 - 1000 = A
- 800 – 899 = B
- 700 - 799 = C
- 600 - 699 = D
- Below 599 = F

Class Schedule: The class meets for 3 lecture/presentation hours per week.
ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE
The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences; the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or
- Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.
HAZARDOUS WEATHER
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

Emergency Text Message Alert
Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)