MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring 2011

COURSE NUMBER: OST 233 (01)   **INSTRUCTOR:** Brenda Cox

COURSE TITLE: Office Publications Design   **OFFICE NO:** NA

CREDIT HOURS: 3   **OFFICE/VIRTUAL HOURS: NA**

CONTACT HRS/WK: 4 (2 class, 2 lab)   **PHONE NO:** 252-789-0246 Dr. Broughton

PREREQUISITES: OST 136   **FAX:** 252-792-0826

COREQUISITES: None   **E-MAIL:** bcox@mcc.martincc.edu

COURSE DESCRIPTION:
 This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications

PROGRAM LEARNING OUTCOMES:
- **To teach the fundamentals of Microsoft Office 2007**
- **To expose students to practical examples of the computer as a useful tool**
- **To acquaint students with the proper procedures to create documents suitable for coursework, professional purposes, and personal use**
- **To help students discover the underlying functionality of Publisher 2007 so they can become more productive**
- **To develop an exercise-oriented approach that allows learning by doing**

COURSE LEARNING OUTCOMES:
- Manipulate text and graphics on a layout.
- Articulate basic page layout design concepts.
- Create a web publication
- Use and create a Styles palette.

REQUIRED TEXTBOOKS

Shelly, G., Cashman, T., and Starks, J. (2008). *Microsoft Publisher 2007: Complete Concepts and Techniques.* Boston, MT: Thomson Course Technology. ISBN: 13:978-1-41884348-9;10:1-4188-4348-2

SUPPLEMENTAL RESOURCES:

Reliable Internet access and access to a computer loaded with Microsoft Publisher 2007 software (available in Microsoft 2007 Office Suite) and a USB flash drive to store backup copies of your work.

TEACHING METHODS:

1. **Lectures: important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the text or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.**
2. **Assignments: End of chapter activities and online activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.**
3. **Quizzes: Occasional unannounced quizzes will be given to help ensure students stay up with assigned material.**
4. **Exams: Three exams will be given. The exams will be closed book/notes and will test assigned readings and material discussed in class. Review sheets will be provided prior to exam day. The final exam will not be comprehensive in nature. These items will be noted on exam review sheets.**
5. **Participation: Student participation will be graded by the level of class participation and attendance.**

GRADING POLICY:
For written assignments and/or tests a letter grade will be determined using a standard percentage point evaluation as outlined below:
93-100=A
85- -92=B
77- -84=C
70- -76=D
Below 70=F

Total points will be computed as follows. The total points for quizzes, cases, and assignments may vary.
Exam #1: 100
Exam #2: 100
Exam #3: 100
Assignments: 150
Participation: 50
Total: 600

Point system: 600 total points
A = 560
B = 500
C = 450
D = 350

COURSE OUTLINE (Tentative)

Week	TOPIC
1	**Introduction**
	Chapter 1 Creating and Editing a Publication
2	**Chapter 1 Creating and Editing a Publication**
3	**Chapter 2 Designing a Newsletter**
4	**Chapter 2 Designing a Newsletter**
5	**Chapter 2 Designing a Newsletter**
6	**Chapter 3 Publishing a Tri-Fold Brochure**
7	**Chapter 3 Publishing a Tri-Fold Brochure**
8	**Creating an E-Mail letter**
9	**Chapter 4 Personalizing and Customizing publications with Information Sets**
10	**Chapter 4 Personalizing and Customizing publications with Information Sets**
11	**Chapter 4 Personalizing and Customizing publications with Information Sets**
12	**Chapter 5 Creating Business Forms and Tables**
13	**Chapter 5 Creating Business Forms and Tables**
14	**Chapter 6 Creating an Commerce Web Site**
15	**Chapter 6 Creating an E-Commerce Web Site**
16	**Chapter 6 Creating an E-Commerce Web Site**
OUTSIDE READING PROJECT	**Outside Reading: Go into Microsoft Word**
	Do a search on Publishing
	Write a 1-page document describing publishing and the uses for the program.
	Document your information.
	Include your desired outcomes for this class.

STUDENT ATTENDANCE POLICY:

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks in a timely manner. Students are expected to attend a minimum of 80 percent of the total hours for a course, which includes classes and labs.

Students must be present in at least one class during the first ten percent (10%) of a course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the instructor will administratively withdraw the student.

Students who miss more than six continuous hours or fail to attend the required percentage of total hours without a justifiable absence and verifiable contact—3-mail, telephone, in person—with the instructor

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may be administratively withdrawn from the class by the instructor and given a grade of "WF" will be equivalent to an "F" when calculated into the student's GPA. The course syllabus will indicate what the instructor considers a justifiable absence and will define "verifiable contact." Students may remove a "WF" by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an "F." The last day officially without receiving an "F" is published in the academic calendar for each academic year.

Three (3) tardies=one absence. Early departure from class without informing the instructor will result in an unexcused absence.

Students will be counted absent from the date they register for each course.

Note: Under DVA regulations, the enrollment of veterans or dependents will be terminated or adjusted if they are administratively withdrawn.

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REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES:

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*In compliance with G. S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a maximum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a form to the instructor(s) prior to the census date of each class (Census Date for ACA 115 (50) 1/13/10. The **Request for Excused Absences for Religious Observances** form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

COURSE POLICIES:

1. Make-up Tests: Missed tests, must be made up within one week after the student returns to class. Only those students who notify the instructor and who have acceptable reasons as to why they will miss an Announced Test may make it up without penalty.

2Late Work: A two-week Grace Period, is allowed. After the Grace Period expires, the grade earned will be dropped by one letter grade for each additional week the assignment is late. Assignments more than three weeks late will not be accepted without special consideration from the instructor.

1. Incompletes: Incompletes, are given only in extenuating circumstances (See Incomplete Policy.)

2. Honor System: The Honor System is in place in the class. Students, turning in work that is not their own, will risk receiving a Zero (0) and an F for the course.

3. Academic Integrity. Students are expected to exhibit honest and integrity at all times.

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4. All Phones and other electronic devices: must be turned off before entering class. Calls cannot be made nor received during class. Any electronic device going off during class will result in a 10-point deduction from the total points earned for each infraction. Any unauthorized electronic device in use during a test will result in a grade of Zero.

5. Positive behavior: is expected at all times during the class.

6. Early Departure: Students who leave class before it is dismissed and who do not inform the instructor and who do not return can expect to be counted absent from class.

7. Food, drinks, and children are not allowed in the classroom.

8. College-issued ID's must be worn in class at all times.

9. Be prepared before coming to class, including having assignments read and homework completed. Take notes in class; these will be invaluable in preparing for texts and exams.

10. The Minimum SPEED for passing OST 134 is 30 cwpm (correct words per minute). See SPEED SCALE.

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.