

**Course Outline**  
**OFAD 231**  
**Desktop Publishing**  
**3 Semester Hours**

**The Community College of Baltimore County**

**Description**

Desktop Publishing

Enables students to produce high-quality documents such as newsletters, brochures, and flyers using page layout software.

Prerequisite: OFAD 228

**Overall Course Objectives.**

Upon completion of this course the student will be able to:

1. Use typography effectively
2. Manipulate text effectively within a document
3. Place graphics appropriately
4. Integrate text and graphics on a page
5. Produce letterheads, business cards, brochures, flyers, and newsletters using page layout software
6. Apply basic design principles
7. Scan images
8. Edit images

**Major Topics**

1. Design principles
2. Typography
3. Letterheads
4. Business Cards
5. Brochures
6. Flyers
7. Newsletters

**Course Requirements**

Final grades will be computed as follows:

Tests	200 points
Quizzes	100 points
Exercises	50 points
Projects	100 points

Total    450

Final letter grades ( based on total points earned) will be awarded as follows:

A	405-450
B	360- 404
C	315-359
D	270-314
F	Below 270

**Other Course Information**

Date Revised 9/20/00