



OFC 262: Desktop Publishing Projects and Web Design

Students use an integrated-project approach in a local area network environment in this Office Administration Core Capstone Project. Students create a simulated business using Office 365 Publisher applications to develop materials associated with their business. Publishing concepts are presented, and students develop critical thinking and decision-making skills in selecting the appropriate information for the required assignments. Students also learn to create a simple web site using the HTML5 programming language. Students participate in groups to collaborate in course assignments. Three lecture hours per week. Instructional Support Fee applies.

Course Student Learning Outcomes

1. Create desktop publishing documents using Office 365 Publisher application. 2. Create basic web pages. 3. Demonstrate critical thinking and decision-making skills to accomplish work related assignments. 4. Research reliable resources of information to create capstone project. 5. Use Office 365 One Drive to collaborate on course assignments.

Credits: 3

Program: Office Administration