



## 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