

# BCT 250 Articulation Competencies

## *Desktop Publishing (5 Credits)*

Focuses on general desktop publishing and classic design concepts. Plan and create various small single- and multiple-page publications using desktop publishing software and computer technology. Special attention given to design principles, typography, layout and production techniques to develop specific skills and competencies needed by professionals who use computer hardware and software for publications.

School Name: \_\_\_\_\_

School Articulated Course: \_\_\_\_\_

School Instructor: \_\_\_\_\_

*Upon completion of this course, successful students will score 80% or better on the following competencies to receive WVC college credits.*

### Course Competencies Checklist:

- Apply project planning guidelines to evaluate and apply design principles in business and personal documents.
- Create a flyer for print or electronic media.
- Publish a brochure for print or electronic media.
- Design a newsletter for print or electronic media.
- Create a customer publication from scratch for print or electronic media.
- Use business information sets for various business documents.
- Work with tables in preparing text for document publications.
- Apply advanced formatting and merging publication with data for printed or electronic documents.

### Course Topics:

- Create and manage documents
- Format document content
- Present information in tables and lists
- Insert and format pictures
- Create business diagrams
- Reference sources