NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY
AST 254 – DESKTOP PUBLISHING II (PAGEMAKER OR VENTURA)(3 CR.)

Course Description

Presents advanced features of desktop publishing software, culminating in the layout, and design of complex multi-page documents. Lecture 3 hours per week.

General Course Purpose

This course is a hands-on course which may be repeated to learn different desktop publishing software. It is designed to help the student use advanced enhancing techniques to produce long and/or complex documents.

Course Prerequisites/Co-requisites

Prerequisite AST 253 – Desktop Publishing I

Course Objectives

Upon completing the course, the student will be able to:

- Use the advanced desktop publishing features
- Use such techniques as styles, multiple fonts, pull quotes, borders, drop caps, bullets, columns, captions, etc. to produce attractive publications
- Use clip art, scanned images, and generated graphics in such documents as brochures, flyers, newsletters, and manuscripts
- Produce multi-page publications

Major Topics to be Included

- Generating graphics
- Using borders
- Adjusting spacing for text
- Using drop caps
- Creating bullets
- Applying multiple fonts
- Pull quotes
- Scanning images
- Preparing multi-page documents
- Creating and using templates
- Applying and printing color
- Using headers and footers