
BCT 250-Desktop Publishing Competencies

Students should score 80% or better on the following competencies to receive WVC college credits.

- 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

06-07-2016 sbatch