

## 2021-22 ACADEMIC COURSES

### BOS 208 : DESKTOP PUBLISHING FOR OFFICE

This course will prepare students to apply basic publishing skills while creating flyers, newsletters, brochures, letterhead, business cards, and other publications. The course will enable the student to create a publication from scratch or use a template with a business information set. Students will create, manage, revise and distribute publications. Students must be familiar with Windows and have keyboarding skills of at least 25 wpm.

**Level I Prereq:** Academic Reading and Writing Levels of 6

Description	Hours
Credits	3
Lecture Hours	45
Clinical Hours	0
Lab Hours	0
Other Hours	0
Total Hours	45

Accurate as of 10/22/2021 Information is subject to change without notice.

#### 2021-22 Class offerings by semester

Swipe left to see full chart