**BRM 2104 DESKTOP PUBLISHING AND EDITING**

**Short** **Description**

The course is designed to equip students with knowledge and skills in designing and producing publications using DTP devices and packages. It also includes acquisition of skills in editing.

Aim

Equip students with knowledge and skills in DTP and editing

Learning outcome

Students should be able to:

- Use various DTP software packages to produce different publications.

- Able to edit manuscripts for publication

Intellectual, Practical and Transferable skills

Skills in producing information products

Skills in editing manuscripts for publication

Teaching and Learning Pattern

By use of lectures, case studies and demonstrations, student led group presentations and self – directed research guided by the lecturer,

Indicative Content

DTPspecific packages, word processing, software for DTP, graphics software, PageMaker, Publisher, spell checkers, text editing, typesetting, page layout and design, working with graphics; managing DTP. What is editing? Techniques of editing, proofreading, styling in editing etc.

**Assessment** **method**

- Coursework and Examination. Tests, coursework research questions, group work presentations will all constitute coursework marks (30 marks) and final examinations (70 marks). For a student to be allowed to sit the final examination in this course, he/she should have obtained at least 15 out of 30 marks. The pass mark for the course will be 50%.

Indicative sources

* Stubley, P. 1989. Desktop publishing for librarians. Aldershot: Gower
* Waburoko, E. S. 2004. Applied desktop publishing
* Peacock, J. 1995. Book production, 2nd ed. London: Blue print