Course Outline for CIS 89B

DESKTOP PUBLISHING

Effective: Spring 2018

I. CATALOG DESCRIPTION:
CIS 89B — DESKTOP PUBLISHING — 1.00 units

Design professional-looking documents such as newsletters, flyers, and brochures quickly and easily using Microsoft Publisher.

0.50 Units Lecture 0.50 Units Lab

Grading Methods:
Letter or P/NP

Discipline:
- Computer Information Systems

	MIN
Lecture Hours:	9.00
Lab Hours:	27.00
Total Hours:	36.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:
Upon completion of this course, the student should be able to:

A. Plan, design, and create single and multi-page publications;
B. Incorporate text and graphics into publications;
C. Integrate word processing documents into publications;
D. Format publications using layout guides and rulers;
E. Insert photographs and images; and
F. Edit graphic objects, with alignment, grouping and wrapping tools.

V. CONTENT:
A. Publication terminology, definitions and concepts
B. Basic commands: opening, saving, closing, and printing publications
C. Planning, designing, and creating publications
D. Formatting and enhancing text in publications
E. Working with multiple pages
F. Inserting graphics, photos, shapes, and other graphic elements
G. Use the design tools to align, resize, and move graphic elements within a publication
H. Define multilple columns
I. Create templates
J. Integrate data from other programs into publications

VI. METHODS OF INSTRUCTION:
A. **Lecture** -
B. Hands-on lab assignments
C. **Demonstration** -

VII. TYPICAL ASSIGNMENTS:
A. Read
1. Read Module 1: Creating a Flyer, pages 1-22. Do all numbered **STEPS** sections within those pages.
B. Hands-on Labs
1. Complete Apply Your Knowledge on pages 40-41. In step 13, **print** the publication.
2. Complete Extend Your Knowledge on pages 41-43. In step 7, **print** the publication.
3. Complete Lab 1: Creating a Multipurpose Flyer, on pages 44-46. **Print twice**: in step 10 and in step 12.

VIII. EVALUATION:
A. **Methods**

1. Projects

        2. Lab Activities
  B. **Frequency**
        1. Weekly hands-on lab assignments
        2. Final hands-on project

IX. TYPICAL TEXTS:
    1. Starks, Joy. *Microsoft Office 365: Publisher 2016.* 1st ed., Cengage Learning, 2017.
    2. Acklen, Laura. *My Publisher 2016.* 1st ed., Pearson Education, Inc. , 2016.
    3. Beeziz, Inc.. *Microsoft Publisher 2016 Quick Reference Guide Introduction - Windows Version.* 1st ed., Beezix Software Services, Inc, 2017.

X. OTHER MATERIALS REQUIRED OF STUDENTS:
    A. Portable storage media
    B. GoPrint card