

Las Positas College
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Course Outline for CIS 89B

DESKTOP PUBLISHING

Effective: Fall 2010

I. CATALOG DESCRIPTION:

CIS 89B — DESKTOP PUBLISHING — 1.50 units

Design professional and customized business cards, letterheads, envelopes, mailing labels, and brochures quickly and easily using Microsoft Publisher.

1.00 Units Lecture 0.50 Units Lab

Grading Methods:

Letter or P/NP

Discipline:

	MIN
Lecture Hours:	18.00
Lab Hours:	27.00
Total Hours:	45.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 2

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 Clip Art, photos, and other graphic elements
- G. Use the design tool to align, resize, and move graphic elements within a publication.
- H. Use the column tool to create and format multiple columns for newsletters and brochures
- I. 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 Unit B: Creating a Publication B. Complete guided Hands-On sections within the lesson. C. Answer the Concepts Review questions. D. Complete guided Skills Review projects. E. Complete Independent Challenge 1 and 2 projects. F. Complete the Visual Workshop project.

VIII. EVALUATION:

A. **Methods**

- 1. Projects
- 2. Lab Activities
- 3. Class Performance
- 4. Other:
 - a. Methods of evaluation

1. Hands-on lab assignments: Skills Review, Independent Challenge, and Visual Workshop projects
2. Performance mastery projects

B. Frequency

1. Frequency of evaluation
 - a. Weekly hands-on lab assignments.
 - b. Performance mastery projects (1-2)

IX. TYPICAL TEXTS:

1. Shelly/Cashman/Starks *Microsoft Office Publisher 2007: Introductory Concepts and Techniques*. 1st ed., Course Technology/ Cengage Learning, 2008.
2. Reding, Elizabeth *Microsoft Office Publisher 2007 – Illustrated Introductory*. 1st ed., Course Technology/ Cengage Learning, 2008.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Portable storage media
- B. GoPrint card