CS 172.91 Course Outline as of Spring 2011

CATALOG INFORMATION

Dept and Nbr: CS 172.91   Title: MICROSOFT PUBLISHER
Full Title: Microsoft Publisher for Office Professionals
Last Reviewed: 8/27/2001

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50		Lecture Scheduled	8.00	2	Lecture Scheduled	16.00
Minimum	0.50		Lab Scheduled	0	1	Lab Scheduled	0
			Contact DHR	0		Contact DHR	0
			Contact Total	8.00		Contact Total	16.00
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00   Total Student Learning Hours: 48.00

Title 5 Category: AA Degree Applicable
Grading: P/NP Only
Repeatability: 34 - 4 Enrollments Total
Also Listed As:
Formerly: BOT 162.11

Catalog Description:
Course designed for the general user with little or no desktop publishing experience. Students will design cards, newsletters, invitations, flyers, menus, business cards and letterhead. Students will create new publications, use wizards and toolbars, edit and format text, insert pictures, use word art and proof, save and print documents.

Prerequisites/Corequisites:

Recommended Preparation:
Completion of CS 166.12 OR Ability to use a mouse and knowledge of the keyboard and completion/ knowledge of Windows

Limits on Enrollment:

Schedule of Classes Information:
Description: Course designed for the general user with little or no desktop publishing experience. Students will design cards, newsletters, invitations, flyers, menus, business cards, letterhead; create new publications; use wizards and toolbars; edit and format text; insert pictures; use word art; proof, save and print documents. (P/NP Only)

Prerequisites/Corequisites:
Recommended: Completion of CS 166.12 OR Ability to use a mouse and knowledge of the keyboard and completion/ knowledge of Windows
Limits on Enrollment:
Transfer Credit:
Repeatability: 4 Enrollments Total

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**		Effective:	Inactive:	
CSU GE:	**Transfer Area**		Effective:	Inactive:	
IGETC:	**Transfer Area**		Effective:	Inactive:	
CSU Transfer:		Effective:		Inactive:	
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Students will:
1. Create new publications
2. Manipulate text, frames and borders
3. Work with pictures
4. Utilize word art and drawing tools
5. Utilize tab and table configuration
6. Proof and print documents

Topics and Scope:

1. Creating new publications
   A. Familiarization with Publisher screen
   B. Design considerations
   C. Page setup
2. Manipulation of text, frames and borders
   A. Adding, editing and formatting text
   B. Adding borders and patterns/fills
   C. Controlling text flow
3. Incorporating pictures
   A. ClipArt gallery
   B. Adding and editing pictures
   C. Integrating special characters
4. Utilize word art and drawing tools
   A. Drawing lines, shapes, boxes and ovals
   B. Designing with color

C. Selecting and using word art effects
5. Tab and table configuration
  A. Setting and adjusting tabs
  B. Inserting tables
  C. Adding, changing and customizing tables
6. Proofing, printing and enhancing documents
  A. Proofing with spell-checker and thesaurus
  B. Using find and replace
  C. Creating lists and backgrounds

Assignment:

Application problems.
Practice of software functions.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

	Writing 0 - 0%
None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.	

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

	Problem solving 20 - 50%
Class participation	

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

	Skill Demonstrations 20 - 70%
Class performances, Performance exams, Practice of software functions	

Exams: All forms of formal testing, other than skill performance exams.

	Exams 0 - 0%
None	

Other: Includes any assessment tools that do not logically fit into the above categories.

	Other Category 5 - 30%
Attendance	

Representative Textbooks and Materials:
Publisher 2000, Computer Prep, 1999.