CS 72.91 Course Outline as of Spring 2011

CATALOG INFORMATION

Dept and Nbr: CS 72.91 Title: MS PUBLISHER
Full Title: Microsoft Publisher
Last Reviewed: 10/25/2010

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0	4	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50 Total Student Learning Hours: 78.75

Title 5 Category:	AA Degree Applicable
Grading:	Grade or P/NP
Repeatability:	00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:	
Formerly:	CS 72.91A

Catalog Description:
This course utilizes Microsoft Publisher to create and design publications for desktop publishing. Topics include producing and formatting flyers, letterheads, logos, business cards, letters and envelopes, programs, newsletters, brochures, and web sites. The course includes the evaluation of publication printing considerations and researching Help menu topics.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:
Description: This course utilizes Microsoft Publisher to create and design publications for desktop publishing. Topics include producing and formatting flyers, letterheads, logos, business cards, letters and envelopes, programs, newsletters, brochures, and web sites. The course includes the evaluation of publication printing considerations and researching Help menu topics. (Grade or P/NP)

Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100
Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**			Effective:	Inactive:
CSU GE:	**Transfer Area**			Effective:	Inactive:
IGETC:	**Transfer Area**			Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Summer 2000	Inactive:	Fall 2015
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Upon completion of the course, students will be able to:
1. Design a flyer for personal or business use.
2. Construct a letterhead for personal or business use.
3. Organize and create a program or brochure describing a public event.
4. Create a newsletter to distribute news and information to a group.
5. Evaluate, integrate, and position graphic objects in a publication.
6. Prepare an informative brochure containing text and graphics.
7. Create and design a publication from a blank page.
8. Produce a multipage publication.
9. Prepare a business form with a table and save it as a template.
10. Create a mail merge with a publication.
11. Create, design, and format web pages for a web site.

Topics and Scope:

1. Creating Publications with Publisher
   a. Creating publications by using a template
   b. Exploring the Publisher window
   c. Creating business information
   d. Using the menu bar and toolbars
   e. Inserting text in a publication
   f. Creating a new folder and saving a publication by using Save As
   g. Closing a publication, exiting Publisher, and restarting Publisher
   h. Deleting and inserting objects
   i. Inserting a footer on every page of a publication
   j. Creating a footer on the master page

k. Previewing and printing a publication
l. Creating business stationery and forms
m. Moving and resizing objects in a publication
n. Editing and formatting text in a publication
o. Using Publisher's Help system

2. Designing Event Programs and Newsletters
   a. Opening an existing publication, printing, and saving it with a new name
   b. Navigating and selecting text using the mouse and keyboard
   c. Aligning and formatting text and paragraphs
   d. Using best fit to adjust text size in a text box
   e. Applying font effects
   f. Formatting a text box
   g. Formatting bullets and line spacing
   h. Identifying the parts of a newsletter
   i. Creating a story by importing a text file
   j. Viewing connected text boxes and layered objects
   k. Viewing text boxes in a story
   l. Flowing text in a publication
   m. Adding a continued notice
   n. Using spelling, hyphenation, AutoCorrect, copy and paste
   o. Editing a story in Microsoft Word
3. Designing Brochures and Managing Graphics
   a. Creating and positioning objects on a page
   b. Creating ruler guides
   c. Inserting and formatting AutoShapes
   d. Grouping, ungrouping, and flipping objects
   e. Adding text to a shape
   f. Rotating and nudging an object
   g. Creating and formatting WordArt
   h. Re-coloring a picture, formating a background, and inserting SmartArt
   i. Creating a brochure and a custom font scheme
   j. Identifying the parts of a brochure
   k. Inserting and formatting a picture in a publication
   l. Adding a caption to and crop a picture
   m. Arranging text with graphics
   n. Applying wrapping styles to an object
   o. Locating and inserting Clip Art
   p. Applying a drop cap and formatting a form
4. Starting with a blank publication and working with multipage publications
   a. Setting page size, color schemes, and font schemes in a blank publication
   b. Aligning objects by using layout guides and insert line breaks
   c. Inserting Design Gallery Objects
   d. Checking a publication design with Design Checker
   e. Creating a multipage publication with mirrored-page layout
   f. Creating a logo and saving it in the Content Library
   g. Creating facing footers
   h. Linking text boxes
   i. Creating and applying text styles
   j. Inserting text in columns
   k. Creating horizontal rules
5. Creating business forms, templates, tables, and mail merge
   a. Creating business forms

b. Modifying a table within a publication
c. Saving a publication as a template
d. Creating a publication for mailing
e. Creating and formating a table
f. Creating a mail merge

6. Creating a web site
   a. Starting a web site
   b. Inserting pages in a web site
   c. Formating a home page
   d. Modifying a calendar page in a web site
   e. Inserting hyperlinks in a web site
   f. Modifying general information for a web site
   g. Creating a sign-up form page in a web site
   h. Inserting a related links page
   i. Adding background color to a web site
   j. Previewing and printing a web site
7. Submitting assignments to online drop box

Assignment:

1. Completion of textbook and online exercises
2. Projects submitted to the online drop box
3. Final project uploaded online to demonstrate skills presented in class
4. Multiple choice or completion of online quizzes or tests
5. Attendance and participation in classroom and online environment

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.

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.	Writing 0 - 0%

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

Application problems and exercises	Problem solving 20 - 40%

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

Software functions and formatting	Skill Demonstrations 40 - 50%

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

Exams: multiple choice, true false, production exams	Exams 20 - 25%

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

Attendance and participation	Other Category 0 - 10%

Representative Textbooks and Materials:
GO! with Microsoft Publisher, Volume 1, Gaskin & Vargas, Prentice Hall, 2008.