CIS 65.51 Course Outline as of Fall 2001

CATALOG INFORMATION

Dept and Nbr: CIS 65.51   Title: ADOBE PAGEMAKER
Full Title: Adobe PageMaker
Last Reviewed: 3/12/2001

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00		Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	3.00		Lab Scheduled	0	8	Lab Scheduled	0
			Contact DHR	3.50		Contact DHR	61.25
			Contact Total	5.50		Contact Total	96.25
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 70.00   Total Student Learning Hours: 166.25

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:

Catalog Description:
This course is an introduction to desktop publishing using Adobe PageMaker for the office publisher. PageMaker documents combine text and graphics to create business cards, fliers, brochures and newsletters. The student will learn the basic fundamentals of PageMaker, import files created in other applications, work scanned images and apply formatting to create professional quality documents. CIS is an Adobe Certified Training Provider in PageMaker.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100 and completion of CIS 105A (formerly CIS 81.5A, BDP 81.5A) or CIS 101A.

Limits on Enrollment:

Schedule of Classes Information:
Description: This course is an intro to desktop publishing using PageMaker for the office publisher. PageMaker combines text and graphics to create business cards, fliers, brochures and newsletters. Students learn PageMaker fundamentals, import files from other applications, work

with scanned images, and apply formatting to create professional quality documents. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100 and completion of CIS 105A (formerly CIS 81.5A, BDP 81.5A) or CIS 101A.
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:	Spring 1991	Inactive:	Spring 2008
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Students will:
1. Integrate text and graphics into simple documents
2. Enhance publications with the toolbox, clipboard and layered objects.
3. Create a brochure with placed text and graphics and line drawing.
4. Produce a simple newsletter with multiple columns.
5. Use style sheets and master pages for efficient production of documents
6. Apply principles of design to create professional publications.
7. Format text with paragraph and type enhancements, leading, kerning and justification.

Topics and Scope:

1. Creating a simple document.
2. Using the different magnifications of the document.
3. Toolbox enhancements.
4. Creating guides.
5. Placing external text and graphics.
6. Using the clipboard and laying multiple objects.
7. Formatting paragraphs.
8. Adding special effects to text.
9. Master pages.
10. Style sheets.

11. Working with scanned images.
12. Using the story editor and table editor.
13. Creating templates.
14. Updating external text and graphics.
15. Design techniques.

Assignment:

1. Reading approximately 25 pages per week.
2. Discuss topics in class
3. Individual hands-on exercises.
4. Assignments from workbook.

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.

Homework problems, Field work, Lab reports, Quizzes, Exams

Problem solving
20 - 60%

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

Class performances, Field work

Skill Demonstrations
10 - 20%

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

Multiple choice, True/false, Matching items, Completion

Exams
30 - 60%

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

None

Other Category
0 - 0%

Representative Textbooks and Materials:
Desktop Publishing Using Pagemaker by Bradley
Wm C. Brown Communications publisher, 1994
ISBN:0-697-21359-5