Course Outline

COURSE: CSIS 169    DIVISION: 50    ALSO LISTED AS: 

TERM EFFECTIVE: Fall 2011  Inactive Course

SHORT TITLE: ADV WP/DESKTOP PUB

LONG TITLE: Advanced Word Processing with Desktop Publishing - MS Word

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<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
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<td>Lecture</td>
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<td>Lab</td>
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COURSE DESCRIPTION:

This course will include advanced features of Microsoft Word: fonts, merging, columns, graphics, drawing, templates, and styles. Desktop publishing features will also be introduced. This course has the option of a letter grade or pass/no pass. May be repeated once for credit. PREREQUISITE: CSIS 126 or working knowledge of Microsoft Word ADVISORY: Eligible for English 250.

PREREQUISITES:

Completion of CSIS 126, as UG, with a grade of C or better.

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade
P - Pass/No Pass

REPEATABILITY: R - Course may be repeated
Maximum of 1 times

SCHEDULE TYPES:

02 - Lecture and/or discussion
03 - Lecture/Laboratory
04 - Laboratory/Studio/Activity

STUDENT LEARNING OUTCOMES:

11/6/2012
1. Create newsletters using columns, headers/footers, pull quotes, captions, footnotes/endnotes, page numbering and page breaks.
   ILO: 3, 2, 1, 7, 5
   Measure: Projects, exercises, quizzes
2. Create flyers and announcements using scanned images, photos, objects, pictures, and WordArt.
   ILO: 5, 1, 7, 3
   Measure: Projects, exercises, quizzes
3. Prepare various documents including calendars, letterheads, tables, watermarks, bullet and number lists.
   ILO: 3, 7, 1, 2
   Measure: Homework, projects, exercises.
4. Prepare documents to create text boxes, borders, lines, envelopes, labels, and business cards.
   ILO: 3, 7, 5, 2, 1
   Measure: Homework, projects, exercises.
5. Create web pages using downloaded images, hyperlinks, graphics, and objects.
   ILO: 3, 7, 5, 2, 1
   Measure: Homework, projects, exercises

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Inactive Course: 04/25/2011
1     3 L/L    LECTURE: Review Basics of Word
LAB EXERCISES/READING: (Lab Exercises/Reading from lab manual and/or textbook; all assigned exercises require printouts that are handed in to be corrected and/or graded.)
Exercises 1-5, p. 1-19
STUDENT PERFORMANCE OBJECTIVES:
By completing all lab exercise projects, the student will demonstrate an ability to:
1. Hide and display toolbars.
2. Change default settings for margins, line spacing, and fonts.
3. Use Undo feature to reverse actions.
4. Open a file created earlier and practice changing the paper size and orientation.
5. Practice using the Help menu.
2-3   6 L/L    LECTURE: Text Alignments and Fonts
LAB EXERCISES/READING: Exercises 6-12, p. 21-57
STUDENT PERFORMANCE OBJECTIVES:
1. Align text left, right, and center, center page vertically to create an announcement.
2. Create a flyer using the indent feature and hanging and first-line indents.
3. Change the font faces, font styles, and font sizes of an announcement.

11/6/2012
4. Create and enhance a letter using bold, double underline, italics, and small caps.
5. Create a menu and add a symbol to separate portions of it.
6. Create a flyer and add symbols to it.

3 L/L  LECTURE:  Character and Line Spacing
LAB EXERCISES/READING:  Exercises 13-15, p. 59-75
STUDENT PERFORMANCE OBJECTIVES:
1. Create a two-column report using newspaper columns.
2. Create a three-column article with vertical lines between columns.
3. Create an article with newspaper columns with custom widths.
4. Create the minutes of a meeting using unequal parallel table columns.
5. Adjust column widths of a previously created table.
6. Create a memo.

7-8  6 L/L  LECTURE:  Graphics and Special Enhancements
LAB EXERCISES/READING:  Exercises 22-28, p. 107-141
STUDENT PERFORMANCE OBJECTIVES:
1. Create a flyer using graphics.
2. Create an advertisement, position text and anchor framed graphics.
3. Create a newsletter and include graphics and framed graphics.
4. Create a flyer enhanced with WordArt.
5. Create a letterhead using WordArt to create a company logo.
6. Rotate WordArt text and import framed graphics and a text box.
7. Enhance a newsletter using drop capitals and reverse text.

9-10  6 L/L  LECTURE:  Drawing
LAB EXERCISES/READING:  Exercises 29-35, p. 143-175
STUDENT PERFORMANCE OBJECTIVES:
1. Create shapes and draw an object using Word's drawing tools.
2. Create a flyer using text boxes and other drawing tools.
3. Edit metafile graphics.
4. Create a flyer using watermarks and text boxes.

11-12  6 L/L  LECTURE:  Multiple Page Documents
LAB EXERCISES/READING:  Exercises 36-39, p. 177-203
STUDENT PERFORMANCE OBJECTIVES:
1. Create a multiple-page report containing headers and footers.
2. Use hyphenation and widow/orphan protection in reports.
3. Add a watermark to a multiple-page report.

13-14  6 L/L  LECTURE: Advance Tables and Charts
LAB EXERCISES/READING: Exercises 40-49, p. 205-243

STUDENT PERFORMANCE OBJECTIVES:
1. Create a table using 5 columns and 18 rows, and apply AutoFormat.
2. Merge and split rows in a table.
3. Add a border, a grid, and add shading to an existing table.
4. Change column widths and alignments, merge cells, and add a border, lines, and shading.
5. Create a flyer with an inserted table.
6. Add a graphic to an existing table.
7. Create a table containing graphics.

15-16  6 L/L  LECTURE: Templates
LAB EXERCISES/READING: Exercises 50-53, p. 245-261

STUDENT PERFORMANCE OBJECTIVES:
1. Create a template for minutes of a meeting.
2. Create a menu template.
3. Create a memo based on a predesigned template.
4. Use the LetterWizard to create a cover letter.
5. Create a calendar using Word's Wizard.
6. Create a template for a film festival flyer.

17-18  6 L/L  LECTURE: Styles
LAB EXERCISES/READING: Exercises 54-57, p. 263-279

STUDENT PERFORMANCE OBJECTIVES:
1. Apply a predefined style to the title and subheading of a report.
2. Create three styles: for the page number, for the article title, and description.
3. Create linked styles.
4. Modify a style.

ASSIGNMENTS:
Included in Content.

METHODS OF INSTRUCTION:
Lecture, demonstration, computer multi-media presentation, etc.

METHODS OF EVALUATION:
This is a degree-applicable course, but substantial writing assignments are NOT appropriate, because the course primarily:
Is computational
Involves skill demonstrations or problem solving
The problem-solving assignments required:
Homework problems
Lab reports

11/6/2012
Quizzes
Exams
The types of skill demonstrations required:
Class performance
Performance exams
The types of objective examinations used in the course:
Multiple choice
True/false
Matching items
Completion
Other category: None
The basis for assigning students grades in the course:
Writing assignments: 0% - 0%
Problem-solving demonstrations: 30% - 60%
Skill demonstrations: 35% - 60%
Objective examinations: 10% - 30%
Other methods of evaluation: 0% - 0%

REPRESENTATIVE TEXTBOOKS:
^uMicrosoft Advanced Word 2002 Desktop Publishing^s, Signature Series by Arford and Burnside, or other appropriate college level textbook.
Reading level of text: 12 grade level. Verified by: dvt

ARTICULATION and CERTIFICATE INFORMATION
   Associate Degree:
   CSU GE:
   IGETC:
   CSU TRANSFER:
   Transferable CSU, effective 200370
   UC TRANSFER:
   Not Transferable

SUPPLEMENTAL DATA:
Basic Skills: N
Classification: I
Noncredit Category: Y
Cooperative Education:
Program Status: 1 Program Applicable
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department: CSIS
CSU Crosswalk Course Number: 169
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: B
Maximum Hours: 
Minimum Hours: 
Course Control Number: CCC000241914
Sports/Physical Education Course: N
Taxonomy of Program: 051400