



COURSE OUTLINE
Palo Verde College
 One College Drive, Blythe, CA 92225
 (760) 921-5500

Latest Revision: 10/13/04

Board Approval: 10/26/04

1. Completed by the Course Initiator: Doretha Jones

Subject Area and Course Number: NBE 054		Course Title: Topics in Desktop Publishing®			
New Course <input type="checkbox"/> Revised <input checked="" type="checkbox"/> Updated <input type="checkbox"/>		Static ID C05401	TOP Code 070100	Credit Status Request Noncredit	
Classification Code C=Adult and Secondary Basic Education		SAM Code D=Possibly occupational		Course prior to college level Y=Not applicable	
Noncredit category H=Courses for older adults		Meets a unique need: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Course duplicated: Yes <input type="checkbox"/> No <input type="checkbox"/>	Demand/Enrollment Potential: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Transfer request C=Non-transferable		Articulation request: UC <input type="checkbox"/> CSU <input type="checkbox"/> CSU-GE <input type="checkbox"/> IGETC <input type="checkbox"/> CAN <input type="checkbox"/>			

2. Curriculum Committee Approval Date: 10/14/04

3. After Curriculum Committee approval, to be completed by the Office of Instruction:

TRANSFER APPROVAL STATUS	ARTICULATION APPROVAL STATUS					
		Not Requested	Date of Submission	Approval Pending	Approval Denied	Date Approved
Approval Pending	UC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU-GE	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	IGETC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CAN	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

CATALOG DESCRIPTION:

This course will cover the basic techniques in computer desktop publishing. Students will learn to integrate text and graphics with electronic page assembly to produce formats in newsletters, advertisements, and other forms. This course is repeatable.

UNITS: 0 HOURS: Lecture: 4 Laboratory: 14 Lecture/Lab: Clinic/Field:

ENTRY LEVEL SKILLS, PREREQUISITES, AND/OR COREQUISITES:

None

OBJECTIVES and LEARNING OUTCOMES:

Upon successful completion of the course the student will be able to:

- Start/Exit Microsoft® Publisher
 - Prepare a new publication with the Wizard
 - Create a new publication utilizing a blank document
 - Save/Open a publication
 - Select/Delete a frame
 - Resize a frame
 - Format a text frame
 - Insert design gallery objects
 - Integrate text from other programs
 - Change font, size and color
 - Create bulleted lists
 - Align text horizontally, vertically
 - Design a publication and change layout
 - Produce a newsletter, brochure and flyer
 - Insert new pages to a brochure
 - Create, Format and Edit WordArt
 - Flip and rotate objects
-
-

COURSE OUTLINE AND SCOPE:

1. Outline of Topics:

- Getting Started with Publisher
- Working with Fonts and Styles
- Changing the Design and Layout
- Working with Pictures and WordArt
- Creating Various Publications
-

2. Examples of Reading Assignments:

3. Examples of Writing Assignments:

n/a

4. Appropriate Assignments to be completed outside of class:

n/a

5. Appropriate Assignments that demonstrate critical thinking:

6. Other Assignments:

METHOD OF EVALUATION:

n/a

METHOD OF INSTRUCTION:

- Students will read on-line and written instructions and handouts
- Each student will complete exercises at his or her own pace.
- Short lectures will be given on each subject covered in the lessons and exercises. Students will follow additional guidelines given by the instructor
- Students will complete non-graded tests for selected lessons in order to assess their progress.
- Exclusive hands-on exercises will be conducted.

TEXTS, OTHER READINGS AND MATERIALS:

(List typical or required primary sources, texts, and other materials; or reference college bookstore computerized listings, etc.)

Instructor prepared and/or commercial materials

Textbook: Learning Microsoft® Publisher 2000, by; Faithe Wempen, DDC Publishing

SIGNATURES:

COURSE INITIATOR: _____ **DATE:** _____

LIBRARY: _____ **DATE:** _____

CHAIR OF CURRICULUM COMMITTEE: _____ **DATE:** _____

SUPERINTENDENT/PRESIDENT: _____ **DATE:** _____