

STANDARDIZED COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: CSA 152

COURSE TITLE: PageMaker

COURSE CATALOG DESCRIPTION:

Beginning with a brief description of personal computer hardware, Windows software and the Internet, this course concentrates on one of the most important desktop publishing programs, PageMaker 6.5. Includes preparation of flyers, posters, business cards, booklets, menus, application forms, calendars, newsletters, business proposals and conversion of these to Portable Document Format for publishing on the web. In addition, the concepts of more advanced publishing for the World Wide Web is introduced with the Adobe suite of products. Emphasis is on hands-on practice to produce interesting and useful projects while teaching the fundamentals of PageMaker and Adobe Acrobat. *Formerly listed as CIS 140, not open to students who have successfully completed CIS 140.*

LECTURE HOURS PER WEEK: 3

CREDIT HOURS: 3

LAB HOURS PER WEEK (if applicable): n/a

PREREQUISITE(S): n/a

SECTION II

A. SCOPE:

This course prepares students for proficiency in electronic publishing with the Adobe PageMaker publishing and graphics software application. The course topics include: skills using the PageMaker software; creating simple single-page publications; creating multiple page publications; working with text; working with graphics; formatting; and publishing publications electronically.

B. REQUIRED WORK:

Will vary by instructor. Students will be expected to do all required readings, assignments, tests, and quizzes as outlined by their instructor.

C. ATTENDANCE AND PARTICIPATION:

Regular attendance, assignment submission timeliness, promptness and class/lab participation will be expected. Instructors will include specific attendance and participation policies requirements in their class syllabi.

D. METHODS OF INSTRUCTION:

Methods may include any of the following: lecture, lecture/discussion, small group, collaborative learning, experimental/exploration, distance learning, student presentations, computer demonstrations, or use of technologies such as audio-visual materials, and computer laboratory equipment. Emphasis will be on hands-on computer exercises and problems.

E. OBJECTIVES, OUTCOMES, and ASSESSMENT

Students' grades will be based on achievement of learning the objectives and outcomes listed below as measured by the instructor's methods of assessment:

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
To demonstrate an understanding of:	Student will:	As measured by:
Basic skills using the PageMaker software	a) Define desktop publishing software b) Open, edit, view, save, print, and close publications c) View the PageMaker Program Window d) Work with the toolbox e) Plan a publication	<ul style="list-style-type: none"> • Homework/Lab assignments; • Written and Oral activities; • Quizzes and Exams; • Projects and Presentations
Creating simple single-page publications	a) Create a fact sheet b) Create a business report	<ul style="list-style-type: none"> • Homework/Lab assignments; • Written and Oral activities; • Quizzes and Exams; • Projects and Presentations
Creating multiple page publications	a) Create a newsletter b) Create an advertisement c) Create a menu d) Create a poster e) Create a brochure	<ul style="list-style-type: none"> • Homework/Lab assignments; • Written and Oral activities; • Quizzes and Exams; • Projects and Presentations
Working with text	a) Create, manipulate, and control text blocks b) Import and place text c) Move and re-size text blocks d) Use story editor to create and place text e) Find, spell check, and edit text	<ul style="list-style-type: none"> • Homework/Lab assignments; • Written and Oral activities; • Quizzes and Exams; • Projects and Presentations
Working with graphics	a) Place, resize, and move graphics b) Create and edit shapes c) Change line weights and styles d) Crop, rotate, scale, link and stack graphics e) Place and modify inline graphics	<ul style="list-style-type: none"> • Homework/Lab assignments; • Written and Oral activities; • Quizzes and Exams; • Projects and Presentations
Formatting	a) Apply text wrapping b) Use various views to examine and edit publications c) Apply color to text and graphics d) Adjust text spacing, character widths, e) Set tabs and indents f) Apply bullets and numbering	<ul style="list-style-type: none"> • Homework/Lab assignments; • Written and Oral activities; • Quizzes and Exams; • Projects and Presentations

Intermediate skills using the PageMaker software	<ul style="list-style-type: none"> a) Create, edit, and enhance tables b) Create, modify, and apply master pages c) Define, edit, and apply styles d) Insert, remove, and rearrange multiple pages 	<ul style="list-style-type: none"> • Homework/Lab assignments; • Written and Oral activities; • Quizzes and Exams; • Projects and Presentations
Publishing publications electronically	<ul style="list-style-type: none"> a) Set up a publication for a web site b) Create hyperlinks c) Export publication to an HTML file 	<ul style="list-style-type: none"> • Homework/Lab assignments; • Written and Oral activities; • Quizzes and Exams; • Projects and Presentations

F. TEXT(S) AND MATERIALS:

An appropriate Visual Basic Text, such as:

Text: *Adobe PageMaker (current edition)*

Author: Proot

Publisher: Course Technology

G. INFORMATION TECHNOLOGY:

This course is an information technology course and will require extensive computer lab time both for teaching and performing assignments. Students will require network accounts with access to a current version of Adobe PageMaker as well as file storage space.