GAVILAN ☲ COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95020

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

Units	Number of Weeks	Type	Contact Hours/Week	Total Contact Hours
2	18	Lecture:	1	18
		Lab:	3	54
		Other:	0	0
		Total:	4	72

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:

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 Unto 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.

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.

4   3 L/L   LECTURE: Character and Line Spacing

LAB EXERCISES/READING: Exercises 13-15, p. 59-75ge

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 calandar 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

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