

**SEWARD COUNTY COMMUNITY COLLEGE
COURSE SYLLABUS**

I. TITLE OF COURSE: CS1503- Desktop Publishing I

II. COURSE DESCRIPTION: 3 credit hours
3 credit hours of lecture and 0 credit hours of lab per week.

Desktop Publishing I will present an overview of the desktop publishing concept, where an individual through the right equipment and software can manipulate existing material or prepare new material for printing. This course will concentrate on basic layout and design, and practical applications of word processing, graphics, and pagination programs important to creating more attractive and effective documents at a lower cost than traditional printing methods.

For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

Pre-requisite: none

III. PROGRAM AND/OR DEPARTMENT MISSION STATEMENT:

The CIS Program will provide superior learning opportunities in the area of information technology, utilizing state-of-the-art technology, for both CIS majors and non CIS majors to enable all students to achieve their career and/or educational goals.

IV. TEXTBOOK AND MATERIALS:

Textbook selected when course is offered.

V. SCCC OUTCOMES

Students who successfully complete this course will demonstrate the ability to do the following SCCC Outcomes.

1: Read with comprehension, be critical of what they read, and apply knowledge gained to real life

5: Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information

6: Exhibit skills in information and technological literacy

9: Exhibit workplace skills that include respect for others, teamwork competence, attendance/punctuality, decision making, conflict resolution, truthfulness/honesty, positive attitude, judgment, and responsibility

VI. COURSE OUTCOMES:

Upon completion of the Desktop Publishing I course with 80% or higher mastery of course competencies, the student should be able to:

1. Employ current trends in desktop publishing technology.
2. Perform basic computer operations.
3. Utilize desktop publishing software to create a variety of documents.
4. Identify various printing processes.

VII. COURSE OUTLINE:

1. Creating a publication
2. Working with text
3. Modifying text
4. Working with Multiple pages
5. Working with graphics
6. Formatting Text
7. Using Advanced graphics
8. Adding color to publications
9. Working with long publications
10. Publishing electronically
11. Additional Projects

VIII. INSTRUCTIONAL METHODS:

1. Lectures, examples, presentations.
 2. Hands-on student exercises and projects covering individual units.
- Related readings and reports from computer magazines, Internet and other related media.
3. Instructors will enforce the Academic Honor Code & Cheating Policy as set forth in the SCCC College Catalog. Students who fail to adhere to this policy will receive an F for the course final grade unless otherwise stated in the instructor's course policies.

IX. INSTRUCTIONAL AND RESOURCE MATERIALS:

1. www.adobe.com
2. Looking Good in Print
3. <http://cis.sccc.net>

X. METHODS OF ASSESSMENT:

1. Development of both oral and written reports and computerized presentations on topics in information technology will assess student ability to gather and evaluate current information in their respective disciplines.
2. Hands-on lab assignments and examinations in desktop publishing applications will assess student basic knowledge of this software.
3. Research assignments/projects completed via the Internet will develop the necessary skills for students to search and evaluate information effectively.
4. Delivery of assignments from the instructor AND the student via e-mail will further enhance knowledge and use of this technology.
5. Note: The above mentioned course assessment tools will assess student knowledge of technology in a variety of disciplines addressing both the SCCC Outcomes and General Course Outcomes/Competencies identified above.

XI. ADA STATEMENT:

Under the Americans with Disabilities Act, Seward County Community College will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to the Dean of Students at 620-417-1106 or going to the Student Success Center in the Hobbie Academic building, room 149 A.