



COURSE OUTLINE : CS/IS 123
D Credit – Degree Applicable
COURSE ID 005198
Cyclical Review: September 2020

COURSE DISCIPLINE : CS/IS
COURSE NUMBER : 123
COURSE TITLE (FULL) : Desktop Publishing
COURSE TITLE (SHORT) : Desktop Publishing

CATALOG DESCRIPTION

CS/IS 123 is intended to acquaint the student with currently available office publishing technology. Students compose and create business flyers, brochures and newsletters as well as explore the use of business graphics programs. Students develop the skills necessary to plan, install, and maintain an office publishing system. This course does not teach basic design concepts, but rather provides the student with new production tools for the office environment.

Total Lecture Units: 3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged:0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 108.00

Prerequisite: None.



ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1				Use a PC or Macintosh computer.	Yes

EXIT STANDARDS

- 1 Describe and demonstrate the theory and practice of office publishing including the hardware and software components;
- 2 construct all text flyers, office brochures, and newsletters using page layout software;
- 3 create and modify images for publication using modern image manipulation and editing software;
- 4 integrate the mechanics of the computer into student’s creative process.

STUDENT LEARNING OUTCOMES

- 1 analyze the basic hardware and software components of a desktop publishing system;
- 2 demonstrate an understanding of the theory and practice of desktop publishing;
- 3 use the typographic tools in a page layout program to produce an all-text flyer;
- 4 use an image manipulation program to create and modify a black and white image;
- 5 use a page layout program to produce both a brochure and a four-page newsletter, each of which contains text and graphics.

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Office Publishing Systems (Hardware) • The Macintosh system (computer, monitor and flash drives) • Office Publishing Systems Process • The Publishing Process (marketing, editorial, production and distribution)	6	0	6



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2	Text Input <ul style="list-style-type: none"> • InDesign toolbox and measurement systems • Establish tool defaults • Printers measurements (points and picas) • Text Input and text flow • Establishing text boxes • Linking text boxes • Paragraph Formatting • Type Controls • Style Sheets • Master Pages and Libraries • Printing 	8	0	8
3	Graphics <ul style="list-style-type: none"> • Bit-mapped versus vector graphics (PICT, TIFF and EPS) • Postscript fundamentals (the postscript grid and levels of gray) • Scanning fundamentals (establishing resolution and line art versus halftones) • Preparing halftones using Photoshop • Importing art into page layouts 	12	0	12
4	Page Layout <ul style="list-style-type: none"> • Using Master Pages, Libraries, and Style sheets • Color (CMYK, Pantone and Lab color) • Typography • Factors in choosing a typeface • Grid systems • Type manipulation using tracking, kerning and scaling 	12	0	12
5	Student Projects	12	0	12
6	Future Trends	4	0	4
				54

OUT OF CLASS ASSIGNMENTS

- 1 homework assignments (designing pamphlets or leaflets).

METHODS OF EVALUATION

- 1 quizzes;
- 2 midterm examinations;
- 3 final project;
- 4 final examination



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METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	ISBN	Date
Adobe InDesign Classroom in a Book	Required	Pearson			Anton	9780136502678	2019