

# **CIS 165**

## **DESKTOP PUBLISHING I**

### **COURSE DESCRIPTION**

Prerequisites: CIS 110

Corequisites: None

This course provides an introduction to desktop publishing software capabilities. Emphasis is on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications. Course Hours Per Week: Class, 2. Lab, 2. Semester Hours Credit, 3.

### **COURSE OBJECTIVES**

Upon completion of this course, the student will be able to:

- a. Explain the purpose and common uses of a desktop publishing system.
- b. Identify the major hardware and software components of such a system.
- c. Understand the interaction between word processing, graphics, and page layout software.
- d. Understand the general guidelines for the selection and use of type styles.
- e. Produce a publication that contains text and graphic elements.
- f. Produce a sample newsletter.
- g. Produce a sample advertising flyer.
- h. Produce a sample booklet.

### **OUTLINE OF INSTRUCTION**

- I. Introduction
  - A. Definition of Desktop Publishing
  - B. History of Desktop Publishing
  - C. Introduction to design principals
  - D. Introduction to page layout software
  
- II. Working with Text
  - A. Using text frames
  - B. Text details
  - C. Display text
  - D. Body text
  - E. Making it fit
  
- III. Working with Graphics

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- A. Adding lines, boxes, and shapes
  - B. Adding clip art images
  - C. Modifying graphics
- IV. Creating Simple Publication
- A. Working with layout guides
  - B. Defining paper types
  - C. Printing
- V. Building More Complex Publications
- A. Columns and Rows
  - B. Using layers
  - C. Importing text files
  - D. Cutting and pasting
- VI. Creating Multi-page Publications
- A. Working on the background
  - B. Creating threaded text frames
- VII. Fine-Tuning Publications
- A. Customizing text wrap around graphics
  - B. Rotating text
  - C. Modifying spacing
- VIII. Mail Merge
- IX. Designing for the Internet

### **REQUIRED TEXTBOOK AND MATERIALS:**

To be announced.

### **STATEMENT FOR STUDENTS WITH DISABILITIES:**

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.