SAN BERNARDINO VALLEY COLLEGE
Course Outline for **OIS 115A**
DESKTOP PUBLISHING: PAGEMAKER

I.   CATALOG DESCRIPTION:

OIS 115A Desktop Publishing: PAGEMAKER
3 hours lecture; 3 hours laboratory = 4 units
Covers the production, from beginning to end, of high-quality publications using a computer, page composition software, and a laser printer. Emphasis on the development of skills necessary to create forms, flyers, brochures, newsletters, pamphlets, business cards, and other business publications.
Prerequisites: None
Departmental Recommendation: OIS 172 or OIS 173 and any MIS 181 course.

II.   NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One

III.   EXPECTED OUTCOMES FOR STUDENTS

Upon completion of the course, the student should be able:

A. Explore and develop an understanding of desktop publishing concepts
B. Explore "Windows" and become proficient in the use of a computer mouse
C. Develop skill in the use of desktop publishing
D. Recognize and develop a knowledge of publication design concepts
E. Create and use text in a publication
F. Recognize and work with different kinds of graphics and images
G. Recognize and become familiar with printing, binding, and finishing processes

IV.   CONTENT

A. Understanding desktop publishing
B. The components of desktop publishing
C. Learning to use windows
D. Working with files and using the files manager
E. Hardware requirements for desktop publishing
F. Software
G. Using PageMaker
H. Designing page layouts
I. Creating graphics using PageMaker's tools

J. Importing and manipulating graphics
K. Creating and manipulating text with PageMaker's tools
L. Designing effective publications
M. Working with imported text and graphics
N. Formatting paragraphs, tables, and graphics
O. Creating style sheets and master pages
P. Adding special effects
Q. Working with color
R. Refining the printing process
S. Working with scanned images

V. METHODS OF INSTRUCTION:

A. Lecture
B. Handouts
C. Teacher demonstration
D. Data show
E. Discussion of problem areas
F. Computer assisted instruction
G. Independent projects requiring use of measurement systems for layout grids
H. Reading, writing, problem

VI. TYPICAL ASSIGNMENTS:

A. Reading, writing, problem solving or performance
   1. Using your text as a guide, create a flyer for Vince's Seafood Restaurant. Vince's
   is currently spotlighting the Crab and Shrimp Meal Combo for $8.99 plus tax. This
   sale is to be effective from August 8, 1998 until September 8, 1998. Add a picture to
   your flyer.
   2. Open and revise the Vince's Seafood Restaurant flyer to include a color graphic
   and a border. Also, add the latest spotlight item- The Lobster Platter served with pasta
   parmesan for $13.99. Extend the sale date through October 8, 1998 for these two
   meals.

VII. EVALUATION(S)

A. Objective quizzes
B. Operational activities
C. Operational quizzes
D. Independent projects
E. Field trips I
F. Comprehensive final exam

VIII.   TYPICAL TEXT(S)

Cocke and Darnell. Desktop Publishing Applications Using Pagemaker 5.0. Cincinnati: SouthWestern, 1995.

Nicholson. Understanding and Using Pagemaker 5.0. Cincinnati: SouthWestern, 1994.

Sullivan. Adobe Pagemaker 6.5 Macintosh and Windows: Tutorial Applications. Cincinnati: SouthWestern, 1997.

IX.   OTHER SUPPLIES REQUIRED OF STUDENTS:
Two (2) high density, double-sided 3.5" disks.