

## Course Competencies Template - Form 112

GENERAL INFORMATION			
Name:	Phone #:		
Course Prefix/Number: CGS1580	Course Title: Desktop Publishing		
Number of Credits: 4			
Degree Type	<input type="checkbox"/> B.A. <input type="checkbox"/> B.S. <input type="checkbox"/> B.A.S <input type="checkbox"/> A.A. <input checked="" type="checkbox"/> A.S. <input type="checkbox"/> A.A.S. <input type="checkbox"/> C.C.C. <input type="checkbox"/> A.T.C. <input type="checkbox"/> V.C.C		
Date Submitted/Revised: 05-17-2001	Effective Year/Term:		
<input type="checkbox"/> New Course Competency <input type="checkbox"/> Revised Course Competency			
Course to be designated as a General Education course (part of the 36 hours of A.A. Gen. Ed. coursework): <input type="checkbox"/> Yes <input type="checkbox"/> No			
The above course links to the following Learning Outcomes: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Communication  <input checked="" type="checkbox"/> Numbers / Data  <input type="checkbox"/> Critical thinking  <input type="checkbox"/> Information Literacy  <input type="checkbox"/> Cultural / Global Perspective               </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Social Responsibility  <input type="checkbox"/> Ethical Issues  <input checked="" type="checkbox"/> Computer / Technology Usage  <input checked="" type="checkbox"/> Aesthetic / Creative Activities  <input type="checkbox"/> Environmental Responsibility               </td> </tr> </table>		<input checked="" type="checkbox"/> Communication <input checked="" type="checkbox"/> Numbers / Data <input type="checkbox"/> Critical thinking <input type="checkbox"/> Information Literacy <input type="checkbox"/> Cultural / Global Perspective	<input type="checkbox"/> Social Responsibility <input type="checkbox"/> Ethical Issues <input checked="" type="checkbox"/> Computer / Technology Usage <input checked="" type="checkbox"/> Aesthetic / Creative Activities <input type="checkbox"/> Environmental Responsibility
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Course Description (limit to 50 words or less, <u>must</u> correspond with course description on Form 102):  A comprehensive course in the use of desktop publishing for microcomputers. The concepts, features, and commands of desktop publishing are applied to a variety of applications. Electronic publishing considerations will be explored. Students will produce a variety of materials using specified publishing software. Prerequisites: CGS 1060. Laboratory fee (3hr. lecture; 2hr lab).			
Prerequisite(s): CGS1060	Corequisite(s):		

**Course Competencies:** (for further instruction/guidelines go to: <http://www.mdc.edu/asa/curriculum.asp>)

**Competency 1:** The student will describe key terms and concepts associated with print and electronic publishing, as well as the various types of publications used today, by:

1. Defining desktop publishing and describing what it encompasses.
2. Discussing issues related to text, color, and printing.
3. Comparing and contrasting different types of publications.
4. Exploring the role of publishing in the modern business world.
5. Identifying different software titles used to create publications.

**Competency 2:** The student identify all the main elements of the chosen desktop publishing software interface and customize the interface to suit their needs by:

1. Identifying and using the Menu bar.
2. Identifying and using the Toolbars.
3. Identifying and using the Rulers.
4. Identifying and using the Publication page.
5. Identifying and using the Toolbox.
6. Identifying and using the Guides.
7. Identifying and using the Page icons.

**Revision Date:** 05-18-2010

Approved By Academic Dean Date: \_\_\_\_\_

Reviewed By Director of Academic Programs Date: \_\_\_\_\_

**Competency 3:** The student will demonstrate how to create a new publication, place and arrange various types of elements on a page, and manage documents with several pages by:

1. Creating a new publication and managing its settings.
2. Placing and arranging basic elements on the page.
3. Creating and managing columns.
4. Inserting and removing pages.
5. Managing the publication efficiently using master pages.
6. Inserting a table of contents and index for long documents.

**Competency 4:** The student will demonstrate how to insert, arrange and format text and paragraphs in the document by:

1. Understanding various types of fonts.
2. Adding and creating proper placement of text elements.
3. Formatting text.
4. Creating and managing styles.
5. Checking the spelling of the publication.

**Competency 5:** The student will demonstrate how to insert, format, and customize a graphic in the document, as well as demonstrate proper use of color in the publication by:

1. Creating a new graphic.
2. Inserting an existing image.
3. Formatting, resizing, cropping and proper placement of graphics.
4. Configuring the text wrap around graphics.
5. Creating, editing and managing colors/color schemes in the publication.

**Competency 6:** The student will demonstrate how to import and export various types of elements, save their document in different formats, and print a publication by:

1. Creating a data/mail merge by importing text.
2. Saving/exporting the document in various formats, including HTML.
3. Printing the publication and changing print settings.

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