

COMPUTER INFORMATION MANAGEMENT DEPARTMENT – SADDLEBACK COLLEGE

CIMA 283J Office Skills – Desktop Publishing (MS Publisher)

Spring 2018 · Ticket #15635P · 01/16/2018- 03/12/2018 · Natalia Grigoriantz

A self-paced, entry-level online course designed to provide beginning information and training in the use of desktop publishing software for business applications. Desktop published examples will be produced for a variety of applications.

STUDENT LEARNING OUTCOMES

A successful student will be able to do the following by semester's end

- Open, close, and save a publication in MS Publisher.
- Format text using ruler guides, add bullets check spelling, paint formats, and add tables.
- Work with art, insert and resize clip art, copy and move and object, crop an image, layer objects and rotate art.
- Create a publication, add graphics, use Design Gallery, and group objects.

REQUIRED MATERIALS

- **Textbook:** Microsoft Publisher 2016: Introductory by Shelly, ISBN 9781305871199
- **Software:** Microsoft Publisher 2016, MS Word 2016, and PowerPoint 2016.
- **USB drive** (2GB is sufficient)
- You must have access to a computer with a reliable Internet connection, e-mail, Adobe Reader (free from adobe.com), a newer version of Internet Explorer or Firefox browser, MS PowerPoint or MS PowerPoint Viewer, and MS Publisher 2016. 3G/4G Internet connection might be insufficient.

CONTACT INFO

Email: ngrigoriantz@saddleback.edu

Do not hesitate to email me if you need any help. Email me immediately if you experience any course related problems. When in doubt email! I will do my best to reply next school business day. In the subject line specify semester and course, your last and first name, and assignment number followed by brief description of an issue. For example, *213A Off Proc June 12 Jones, Lee B3 cannot print*. Review presentation on email etiquette (in Blackboard). Send emails only from your school email account. Attach a file if needed. Screen shots of a problem speed up problem resolution time process. Emails that do not follow the format above and email etiquette will be rejected.


COURSE OUTLINE AND SUGGESTED COURSE SCHEDULE

Week	Topic	Assignment	Points
1-2	Essential Office and Window Concepts (UNIT A) <ul style="list-style-type: none"> ▪ Input and output devices, processor and storage ▪ Using the desktop ▪ Using menus, toolbars, and panes ▪ Manage file and folders ▪ Using Windows Help and Support 	Assignment A1	20
		Assignment A2	15
		Assignment A3	20
		Assignment A4	10
3-4	Creating a Flyer (UNIT B) <ul style="list-style-type: none"> ▪ Choosing Publisher template options ▪ Selecting objects and zooming ▪ Formatting fonts, autofit, creating bulleted lists ▪ Synchronizing, deleting, moving, and resizing objects ▪ Inserting and formatting building blocks and images ▪ Saving and publishing as a web publication 	Assignment B1	15
		Assignment B2	20
		Assignment B3	10
5-6	Publishing a Trifold Brochure (UNIT C) <ul style="list-style-type: none"> ▪ Advantages and disadvantages of the brochure medium ▪ Choosing brochure options ▪ Copy & paste with paste options, wordwrap text ▪ Formatting text with italic, underline, bold, & drop cap ▪ Applying font effects and Format Painter ▪ Using stylistic sets, alternates and ligatures ▪ Editing captions and captioning styles ▪ Running the Design Checker ▪ Choosing appropriate printing services ▪ Choosing paper and color libraries ▪ Packaging publication for a printing service ▪ Working with clip art 	Assignment C1	15
		Assignment C2	20
		Assignment C3	10
7-8	Designing a Newsletter (UNIT D) <ul style="list-style-type: none"> ▪ Identifying the steps in a newsletter design process ▪ Editing a newsletter template and navigating pages ▪ Setting page options and editing a masthead ▪ Importing textfiles and customizing the software ▪ Inserting and editing page parts, coupons, and patterns ▪ Selecting objects, dragging and dropping text ▪ Creating a template with property changes ▪ Continue a story across page ▪ Inserting continued notices ▪ Editing sidebars and pull quotes ▪ Duplicating a graphic, rotating object 	Assignment D1	15
		Assignment D2	20
		Assignment D3	10
FINAL (Comprehensive) will be open on the last day of the course 12:01am – 11:59pm		FINAL	100
<ul style="list-style-type: none"> ▪ All assignments and the final must be submitted by 11:59pm on the last day of the course ▪ Detailed assignments description can be found in the Blackboard 		Total	300

GRADING

Grade	Range, %	Min Pts	Max Pts
A	>90%	270	300
B	>=80% AND <90%	240	269
C	>=70% AND <80%	210	2239
D	>=60% AND < 70%	180	219
F	>0 AND < 60%	0	197

NOTES

- **This course is recommended for self-disciplined students with strong time management skills.** Take a brief quiz to see if you are ready to take an online course: <http://www.saddleback.edu/de/DEquiz.html>
- **I want you to succeed!** Although we do not have assigned due dates, I strongly recommend to complete **at one unit per week.**
- Please get the textbook as soon as possible. The assignments are from the textbook.
- The course is broken down into six units. Some units have more chapters than others.
- The help is just an email away! Do not hesitate to email me if you need any help.
- Students are responsible for checking their emails and Blackboard account on the regular basis.
- **Plagiarisms:** Your assignments must be your work ONLY. Copying someone else's assignment is considered cheating and is not acceptable. Any student who violates this rule will be given a failing grade in the class. If you need help, email and get it from me. But if you turn an assignment that is a copy of someone else's, do not expect full credit for it—even if you were the person who actually did it! Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program is in violation of Saddleback College's student Code of Conduct. Please review your Student Handbook to fully understand your responsibilities within this important college policy: <http://tinyurl.com/saddleback-handbook>
- **Computer Lab:** Computers are available in the Information Management Center (IMC) located in BGS 248. The IMC lab hours are: 8:30 a.m. to 10 p.m. Monday through Thursday, 9 a.m. to 4 p.m. Friday, and 9 a.m. to 5 p.m. on Saturday. For more details, go to <http://www.saddleback.edu/bsed/imc/>.
- **Pass/No Pass:** Each student may elect, no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be "pass-no pass" or a letter grade. Students enrolled in this class for Pass/No Pass must receive 70% or more of the total possible points to obtain credit. If you choose a letter grade, you do not have to do anything. To elect pass/no pass, contact Admissions and Record. For more details, go to <http://tinyurl.com/pass-nopass>.
- **Auditing:** Auditing classes is prohibited. Only registered students are allowed to attend classes. For more details, go to <http://tinyurl.com/saddleback-auditing>
- **Withdrawals:** It is the student's responsibility to officially withdraw (drop) from the class by the appropriate dates.
- **Important deadlines:** To find important deadlines, go to <http://www.saddleback.edu/>, then →Online Education → Class Schedule → Computer Information Management → locate your course → click on Details link. Use *Click on the  to set a personal reminder for that date* feature to set reminders. Once deadline for *Drop with 'W' Grade* passes a grade has to be given.
- **Special needs:** If you have specific disabilities and require accommodations, please discuss your academic adjustment needs with me as soon as possible. Please contact the Special Services Office in the Student Services Center, Room 113, for additional information. All information will remain confidential.
- **Accommodations:** *This course meets the requirements set forth in the accessibility check list and universal design grid provided by Special Services. The Web pages, video presentations, text books and class materials in this course are accessible to students with disabilities.*
- **Privacy:** The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Therefore, please do not call for grade information. Your grades will be made available through the My Grades link found in Blackboard, and final course grade will be posted through MySite.