☑ REQUIRED COURSE
☑ ELECTIVE COURSE

Business DIVISION
☐ NEW COURSE
☑ REVISION

Lake Land College
Course Information Form

COURSE NUMBER:	CIS-098	TITLE: *(30 Characters Max)*	Advanced Desktop Skills

SEM CR HRS:	3	Lecture:		3		Lab:	0			ECH:	3

Course Level:	☐ Gen Ed / IAI ☐ Baccalaureate /Non-IAI	☑ Career/Technical ☐ Dev Ed/ Not in Degree Audit	Clinical Practicum:	0	Work-based Learning	0	WBL ECH:	0

COURSE PCS #	12	IAI Code		Contact Hours (Minutes Per Week)		
Repeatable (Y/N):	Y	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:	Max:	16 Wks	150	8 Wks	300

Prerequisites:	CIS-088, CIS-090, CIS-092
Catalog Description: (40 Word Limit)	InDesign, Illustrator, and Photoshop are used to create advanced desktop publishing designs. Emphasis is placed on creating your own styles, graphics, and layouts. Pre-press and printing techniques are also covered.

	List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
1	A. Using Design Principles	5			
2	B. Using Master Pages, Style Sheets and Templates	4			
3	C. Advanced Printing and Color Separation	5			
4	D. Indexing	3			
5	E. Creating Books	4			
6	F. Creating Content for Web Use	4			
7	G. Creating Advanced Publications Portfolio	20			
	TOTAL	45	0	0	0

EVALUATION

QUIZZES ☐	EXAMS ☑	ORAL PRES ☐	PAPERS ☐
LAB WORK ☐	PROJECTS ☑	COMP FINAL ☑	OTHER ☐

COURSE MATERIALS

TITLE:	Basics of Design Layout & Typography for Beginners
AUTHOR:	Lisa Graham
PUBLISHER:	Delmar Cengage Learning
VOLUME/EDITION/URL:	ISBN # 9781401879525
COPYRIGHT DATE:	2005

TITLE:	Thinking with Type: A Critical Guide for Designers, Writers, Editors, & Students
AUTHOR:	Ellen Lupton
PUBLISHER:	Princeton Architectural Press
VOLUME/EDITION/URL:	ISBN # 1797226827
COPYRIGHT DATE:	2024

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
A. Design Principles	5	Compare and contrast, to create uniqueness and to effectively use fonts, graphics, etc.
B. Master Pages, Style Sheets and Templates	4	Work with master pages, style sheets, and templates to simplify composition of repeti-tive page features.
C. Advanced Printing and Color Separations	5	Prepare documents for printshop and to use industry standards for color.
D. Indexing	3	Create and edit indexes.
E. Creating Books	4	Create and modify books.
F. Creating Content for Web Use	4	Create and modify web documents.
G. Advanced Publications Portfolio	20	Design and create advanced publications such as brochures, newsletters, advertise-ments, etc., to create a portfolio.
Insert New Line Above this Line		
	45	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:

• Create a quality document layout and insert text and graphics into the document layout using the InDesign software.

• Create a quality printable/useable logo using the Illustrator software.

• Modify a photograph using at least five different Photoshop "techniques" using the Photoshop software tools and menus.

• Create a professional, printable marketing piece encompassing quality graphic design techniques.

Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.