Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)

OTE2830 – Microsoft Publisher – 3 cr.

Date of Proposal: 2/11/2015 

Author: 

Becky A. Miller

Course Contact: Becky A. Miller

Grading Method: ☑ Grade ☐ Pass/Fail

Scheduling: ☑ Fall ☐ Spring ☐ Summer ☐ Alternate Years ☐ Variable ☐ On Demand

Is this proposed course a Liberal Arts and Sciences course? ☑ Yes ☐ No

If yes, which MnTC area(s) will it fulfill (http://mntransfer.org)?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

The course is being: ☑ Modified ☐ Deleted (complete Intention Form and obtain signatures)

Describe the modification and the rationale:

I have updated the CCO for the new Microsoft Publisher 2013 software.

Is this course a requirement/elective for a specific program or programs? ☑ Yes ☐ No

If yes, which program(s)? — DARS search

Office Administration and Technology

What impact will this modified course have on other program(s)?

None

Attach additional paperwork if necessary

As Faculty Developer, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following (check marks required):

Prior to Preparing Documentation

☐ Initiation — idea was submitted to Department Chair(s) and Academic Dean/Director for discussion and support

☐ Completed Intention Form

Continue the Curriculum Development Process

☑ COPY of existing CCO was used to make changes

☑ Double-checked:
  - concise 2-3 sentence course description
  - course name
  - lecture/lab credits and hour breakdown
  - course prefix and number
  - prerequisites
  - MnTC goal area — LAS courses

☑ Completed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)

☑ Verified measurable course competencies and learning objectives

☑ Considered potential opportunities and impacts of the change on other programs/departments — DARS Search

☑ Proofread documentation for correct content and proper structure on CCOs based on SCC example

☑ Proofread documentation for grammatical and typographical errors

☑ Becky A. Miller

2-11-15

Faculty Developer Signature

Date

As Primary Department Chair, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following (check marks required):

☐ Documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)

☐ Proofread documentation for correct content and proper structure on CCOs based on SCC example

☐ Proofread documentation for grammatical and typographical errors

☐ I support this course ☐ I do not support this course — please provide reason(s):

☐ 

Primary Department Chair Signature

Date

2/12/15
For LAS (MnTC courses) — As a LAS Department Chair, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following (check marks required):

☐ LAS course (specifically MnTC courses), documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)

☐ I support this course
☐ I do not support this course — please provide reason(s):

__________________________  ____________________________
LAS Department Chair Signature  Date

☐ I support this course
☐ I do not support this course — please provide reason(s):

__________________________  ____________________________
LAS Department Chair Signature  Date

☐ I support this course
☐ I do not support this course — please provide reason(s):

__________________________  ____________________________
LAS Department Chair Signature  Date

If all 4 LAS Department Chairs do not support the modified course proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following (check marks required):

☐ Identified potential opportunities and impacts of the change on other programs/departments — DARS search

☐ Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)

☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted

☐ Verified credentials for faculty teaching the course

☐ Addressed the need for Class Maximum Change Request form
  ☑ No change in class maximum OR
  ☐ Change in class maximum — Class Maximum Change Request form completed with all necessary signatures

☐ I support this course
☐ I do not support this course — please provide reason(s):

__________________________  ____________________________
Academic Dean/Director Signature  Date

If Academic Dean/Director does not support the modified course proposal, faculty developer can elevate the proposal to AASC for resolution.

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee.

Following Curriculum Committee support, this form is completed with final signatures.

__________________________  ____________________________
Curriculum Committee Chair Signature  Date

__________________________  ____________________________
Vice President of Student and Academic Affairs Signature  Date
For LAS (MnTC courses) — As a LAS Department Chair, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following (check marks required):

☐ LAS course (specifically MnTC courses), documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)

☐ I support this course
☐ I do not support this course — please provide reason(s):

__________________________  __________________________
LAS Department Chair Signature   Date

☐ I support this course
☐ I do not support this course — please provide reason(s):

__________________________  __________________________
LAS Department Chair Signature   Date

☐ I support this course
☐ I do not support this course — please provide reason(s):

__________________________  __________________________
LAS Department Chair Signature   Date

If all 4 LAS Department Chairs do not support the modified course proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following (check marks required):

☐ Identified potential opportunities and impacts of the change on other programs/departments — DARS search
☐ Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)
☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted
☐ Verified credentials for faculty teaching the course
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Academic Dean/Director Signature   Date

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Following Curriculum Committee support, this form is completed with final signatures.

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Curriculum Committee Chair Signature   Date

__________________________  __________________________
Vice President of Student and Academic Affairs Signature   Date

Modify an Existing Course Form — 12/9/14 — Page 2
South Central College

OTEC 2830* Microsoft Publisher (Copy)

Common Course Outline

Course Information

Description
Students will integrate word processing, graphics, and manipulate text graphics to produce professional quality publications. The topics covered are most useful to the student who has prior word processing experience and who needs to understand page compositions and typography for the purpose of preparing documents with flair. The course introduces the concepts, terminology, techniques, and applications of desktop publishing. Design concepts are limited to those useful in business applications and are not intended to present a "graphics/commercial art" focus. The emphasis will be on developing proficiency, preparing applications-based projects, and mastery of the software. Microsoft Publisher 2013: Complete is intended for a first course on Publisher 2013. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required.
(Prerequisites: None)

Total Credits: 3.00
Total Hours: 48.00

Types of Instruction

Instruction Type
Lecture

Credits/Hours
3/48

Pre/Corequisites
None

Institutional Core Competencies

Critical and creative thinking: Students will develop the disposition and skills to strategize, gather, organize, create, refine, analyze, and evaluate the credibility of relevant information and ideas.

Foundations and skills for lifelong learning: Students will display an understanding of learning as a lifelong process through demonstration of a desire to learn, the willingness to apply learning to other areas of their lives, the ability to think and act independently, be willing to take the initiative to get projects done, and demonstrate the ability to reflect upon what has occurred and how it impacts the student and others.

Course Competencies

1. Create flyers

Learning Objectives
Use Publisher template options
Describe the Publisher window
Insert and format text and photos
Move, align, and resize objects
Open and modify a publication
Create hyperlinks
Save publications as web publications

2. **Publish trifold brochures**
   
   **Learning Objectives**
   - Choose brochure options
   - Swap pictures using the scratch area and arrange thumbnails
   - Employ typography such as stylistic sets, ligatures, and drop caps
   - Edit captions and caption styles
   - Package publications for a printing service
   - Explain the use of PostScript files

3. **Design newsletters**
   
   **Learning Objectives**
   - Describe the advantages of using the newsletter medium and identify the steps in the design process
   - Edit a newsletter template and navigate pages
   - Import text files
   - Continue a story across pages and insert continued notices
   - Insert marginal elements
   - Drag and drop text
   - Create templates with property changes

4. **Create custom publications**
   
   **Learning Objectives**
   - Create color and font schemes
   - Convert a picture to a drawing object and edit
   - Add to the building block library
   - Align objects and wrap text
   - Customize bullets
   - Format an object with a gradient fill, differentiating among text, patterns, pictures, tints, and shades

5. **Use business information sets**
   
   **Learning Objectives**
   - Design letterhead
   - Create a business information set
   - Insert business information fields into a publication
   - Create and apply a new text style
   - Apply the read-only attribute to a publication
   - Add user-friendly features to an interactive publication
   - Publish a portable PDF/XPS file

6. **Work with Publisher tables**
   
   **Learning Objectives**
   - Create tables and enter data
   - Apply table formats and shape effects
   - Insert and delete rows and columns in tables
   - Center and align table data
   - Merge, split, and divide cells diagonally
   - Use the Master Page
   - Embed an Excel table in a publication

7. **Format and merge publications with data**
   
   **Learning Objectives**
   - Recolor and compress a graphic to create a watermark
   - Track and kern characters
Set tab stops and enter tabbed text
Use the Mail Merge Wizard to create form letters
Create and edit data source files
Use grouped field codes
Select and filter records in a data source
Insert field codes and preview results

8. Generate data-driven catalogs

Learning Objectives
View, rename, and duplicate a master page
Add backgrounds to master pages
Insert headers and footers
Correct and edit publications using the AutoCorrect feature
Create catalog pages
Use the catalog merge area
Format picture fields
Preview and merge catalogs
Work with the Graphics Manager

9. Share and distribute publications

Learning Objectives
Select and format email newsletter templates
Set the email publication background using patterns
Insert symbols and special characters
Create cited definitions
Insert hyperlinks, hotspots, and mailto hyperlinks
Preview email publications using Publisher
Send postcards as email attachments
Create and print greeting cards

10. Edit large-scale publications

Learning Objectives
Insert, collapse, expand, and merge sections
Insert and remove page numbers
Apply border art
Set text box and cell margins
Use preset guide patterns
Link text boxes across pages
Find and replace text
Create and use bookmarks

11. Create an interactive Web site

Learning Objectives
Create and format web mastheads
Insert navigation bars
Add pages to websites
Insert animated graphics and alternative text
Insert form controls to websites
Set form control properties
Insert a web hot spot for audio
Set webpage and navigation bar options
Use VBA to create a message box
Set the security level in Publisher

SCC Accessibility Statement
If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible. This information will be made available in an alternative format, such as Braille,
large print, or cassette tape, upon request. If you wish to contact the college ADA Coordinator, call that office at 507-389-7222.

Disabilities page http://southcentral.edu/academic-policies/disability-rights.html