UNIVERSITY OF HAWAII COMMUNITY COLLEGES
PROPOSAL TO INITIATE, MODIFY OR DELETE A COURSE

1. TYPE OF ACTION
   A. Addition [ ] Regular [ ] Experimental [ ] Other [ ] (specify)
   B. Deletion [ ]
   C. Modification [ ] in credits [ ] in title [ ] in number or alpha [ ] in prerequisites [ ] Other [ ] (specify)

2. NEW ALPHA, NUMBER AND TITLE ICS 163 Desktop Publishing
3. CREDITS 3

4. OLD ALPHA, NUMBER AND TITLE

5. CREDITS

6. NEW CATALOG DESCRIPTION
   This course is an introductory course in desktop publishing. Basic typography and layout and design on the computer are presented. Students will develop skills to produce simple publications such as flyers, newsletters, and a chapter for a book.

7. PREREQUISITES
   ICS 100 or ICS 101/consent of instructor

8. STUDENT CONTACT HOURS PER WEEK
   Lecture 3 Lecture/Lab _____ Lab _____
   Other (specify) _____

9. PROPOSED DATE OF FIRST OFFERING
   Fall '96

10. THIS COURSE [ ] IS REQUIRED [ ] IS AN ELECTIVE FOR THE WCC ____________ PROGRAM/CORE
     Microcomputer Applications CC PROGRAM/CORE
     (Please specify) (Circle approp.)
     [ ] CAN FULFILL ________ REQUIREMENT
     (Please specify)

11. THIS COURSE [ ] INCREASES [ ] DECREASES [ ] MAKES NO CHANGE IN NUMBER OF CREDITS REQUIRED FOR THE PROGRAM/CORE

12. SIMILAR COURSES OFFERED ELSE WHERE:
    College(s):
    Kapiolani CC
    Sun Institute for Technology
    Modesto Jr. College
    Alpha, Number, Title:
    JOURN 175 Desktop Publishing
    COM 320 Principles of Design for Desktop Publishing
    CMPGR 252 Desktop Publishing in Business

13. THIS COURSE IS
    [ ] ALREADY ARTICULATED with ________
    [ ] APPROPRIATE FOR ARTICULATION with ________
    [x] NOT YET APPROPRIATE FOR ARTICULATION
    (Provide details of existing or desired articulation (date, college(s), purposes, pre-major or major, etc.)

14. REASON FOR INITIATING, MODIFYING OR DELETING COURSE OR OTHER PERTINENT COMMENT:
   This course was introduced as a topics course in Fall 1994. It was again offered in Fall '95. With this success, it should become consistent with the PCC Recommendations as a regular course. The PCC lists the course alpha for Desktop Publishing as ICS 163.

REQUESTED BY: ___________________________ 1-26-96
Department Chairperson

APPROVED BY: ___________________________ 2-14-96
Curriculum Committee

Faculty Senate 3/6/96
Dean of Instruction 3/12/96
Provost 3-12-96

Change recorded by Catalog Preparer

CCC #6100
(Amended for WCC use Sept. 1991)
<table>
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<th>Signatures</th>
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<tr>
<td>1. Subject Area (one or more instructors in the area)</td>
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<tr>
<td>Emi T. Umezawa</td>
<td>1/26/96</td>
</tr>
<tr>
<td>Clayton Maunder</td>
<td>1/26/96</td>
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<tr>
<td>Helen Grubin Jones</td>
<td>1/30/96</td>
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<td>Jeffrey Reyes</td>
<td>1/28/96</td>
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<tr>
<td>NAME O. Yoshida</td>
<td>1/26/96</td>
</tr>
<tr>
<td>Department Chairperson</td>
<td></td>
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<tr>
<td>Was this course discussed in a dept. mntg.</td>
<td>Yes</td>
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<td>2/14/96</td>
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<tr>
<td>Assistant Dean of Instruction</td>
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<th>Curriculum Committee Chairperson</th>
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<tr>
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<td>2/14/96</td>
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WCC FORM FOR NEW COURSE PROPOSALS

Course: ICS 163 Desktop Publishing
Submitted by: Peggy Regentine
Date: January 23, 1996

1. This course relates to the educational needs and goals of the College/Department/Community as reflected in the EDP in the following ways:

Desktop Publishing skills will help students use the computer as a tool. These skills can be used in a student’s research papers, in preparing job applications, in planning and designing graphics for World Wide Web home pages, and also for pleasure.

2. A lecturer for the course would be ideal. Both professors and lecturers have taught this course at WCC as ICS 121V Microcomputer Topics. The course has been taught in the Judd 123 lab with the available software. Therefore, no additional resources would be needed.

3. A similar course, JOURN 175 Desktop Publishing, is taught at KCC for journalism students.

It is taught (outside UH system) at Sun Institute for Technology as COM 320 Principles of Design for Desktop Publishing, and Modesto Jr. College as CMPGR 252 Desktop Publishing in Business.

4. This course is not experimental because it has been taught as a topics course at WCC with much success. It is listed in the Program Coordinating Council (PCC) roster of ICS courses as ICS 163 Desktop Publishing.

5. No, a similar course has not been taught on the upper division level of a 4-year college to my knowledge.
WINDWARD COMMUNITY COLLEGE
OUTLINE OF COURSE OBJECTIVES

COURSE NAME: Desktop Publishing
COURSE ALPHA: ICS 163
CREDIT HOURS: 3 credit hours

CATALOG DESCRIPTION: This course is an introductory course in desktop publishing. Basic typography and layout and design on the computer is presented. Students will develop skills to produce simple publications such as flyers, newsletters, and a chapter for a book.

REQUIREMENTS COURSE SATISFIES:
AT WCC: Elective.
ACTIVITIES REQUIRED AT OTHER THAN REGULARLY SCHEDULED CLASS TIMES: Additional time in the computer lab will be needed to complete many of the projects

INSTRUCTOR:
OFFICE:
OFFICE PHONE:
OFFICE HOURS:
CLASS DAYS AND TIME:
EFFECTIVE DATE: Fall, 1996

GOALS OF COURSE: Students should develop a basic understanding of desktop design and layout and be able to efficiently produce documents that incorporate text and graphics.

COURSE OBJECTIVES:
1. Become familiar with desktop publishing terminology.
2. Edit or improve pre-existing documents.
3. Become familiar with fonts, graphics, and layout
4. Become familiar with layout design
5. Integrate data from multiple sources.
6. Develop a template for a newsletter.
7. Produce a newsletter from a template
METHOD OF GRADING:
A total of 750 points are possible broken down as follows:

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<tr>
<th>AREA</th>
<th>POINTS</th>
<th>TOTAL</th>
<th>Percentage of Total</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>70</td>
<td>70</td>
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<td>&amp; Participation</td>
<td></td>
<td></td>
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<tr>
<td>Library Books (3)</td>
<td>10</td>
<td>30</td>
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<td>Class Exercises (4)</td>
<td>10</td>
<td>40</td>
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<tr>
<td>Projects (7)</td>
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<td>350</td>
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<tr>
<td>Special Report</td>
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<td>50</td>
<td>7%</td>
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<tr>
<td>Midterm Exam</td>
<td>105</td>
<td>105</td>
<td>14%</td>
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<tr>
<td>Final Exam</td>
<td>188</td>
<td>188</td>
<td>25%</td>
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<tr>
<td>GRAND TOTAL</td>
<td></td>
<td>750</td>
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Exams will be based on class lectures, readings from texts, handouts, and skills learned in class. The final exam will be comprehensive. Grades for the course will be as follows:

- A 90-100% of possible points
- B 80-89% of possible points
- C 70-79% of possible points
- D 60-69% of possible points
- F 0-59% of possible points

No projects or other work will be accepted after the last day of instruction (May 4).

PARTICIPATION: ASK QUESTIONS!!!! If you don't understand a term used - ASK! If you are uncertain of your answers on a project - ASK! If you need extra help - ASK!

ATTENDANCE: If you miss any classes, you are responsible for any work missed. Please ask me specifically for any handouts and assignments.

MODE OF INSTRUCTION: The course will be presented with lectures on basic concepts and labs with hands-on exercises and projects.

TEXT: *Welcome to Desktop Publishing: From Mystery to Mastery* by David Browne, MIS Press, 1993  Library research and handouts will supplement the textbook. It is also recommended that you have access to a book on the software that you will be using for this class.

REQUIRED MATERIALS: Students will need two to four HIGH DENSITY floppy disks for the semester. One of these disks will be used for clipart and fonts to be used with class. In addition you might want to have a binder or folder for handouts and organizing your projects.
Tuesday & Thursday 6:00 P.M.

Tues, August 22
Introduction & Overview of Course
See Book: Preface & Chapter 1

Thurs, August 24
Introduction to Desktop Publishing Concepts
See Book: Chapters 2 & 3

Tues, August 29
Windows Basics
See Book: Chapters 1, 2, 3 & 8

Thurs, August 31
Design Concepts & Fonts
See Book: Chapters 4 & 5

Tues, September 5
Lab Project 1:
αProject 1 Due

Thurs, September 7
More on Design Concepts
See Book: Chapters 4 & 5 & pages 271-279

Tues, September 12
Graphics
See Book: Chapter 6

Thurs, September 14
Lab Project 2:
αProject 2 Due

Tues, September 19
Printing
See Book: Chapter 8

Thurs, September 21
Flyers and Other Publications
See Book: Chapter 9

Tues, September 26
More on Flyers and Other Publications
See Book: Chapter 9

Thurs, September 28
Lab Project 3:
αProject 3 Due

Tues, October 3
Newsletters
See Book: Chapter 10

Thurs, October 5
More on Newsletters
See Book: Chapter 10

Tues, October 10
-MIDTERM EXAM-
See Book: Chapters 1-6, 8-10

Thurs, October 12
Automating your Work
See Book: Chapter 7 & 12

Tues, October 17
More on Automating your Work
See Book: Chapter 7 & 12

Thurs, October 19
Lab Project 4:
αProject 4 Due
Tues, October 24         Visual Aids
                        See Book: Chapter 11
Thurs, October 26      Nuts & Bolts
                        See Book: Appendix A
Tues, October 31       Research Time - Haunt your library
                        Finish up Special Reports
Thurs, November 2      Special Report Due -- Summaries Presented
                        Be prepared to give a 5 minute report
Tues, November 7       Lab Project 5:
                        αProject 5 Dueα
Thurs, November 9      Books, Pamphlets and other printing problems
                        See Handouts
Tues, November 14      On Screen Publishing
                        See Handouts
Thurs, November 16     Lab Project 6:
                        αProject 6 Dueα
Tues, November 21      Introduction to Multimedia
                        See Handouts
Thurs, November 23     Be Thankful--No Class!
                        Happy Holiday
Tues, November 28      More on Multimedia
                        See Handouts
Thurs, November 30     Pulling it all together
Tues, December 5       Lab
                        Work on Project 7
Thurs, December 7      Lab Project 7:
                        αProject 7 Dueα
Tues, December 12      --FINAL EXAM--
                        See whole book & handouts