

COURSE SYLLABUS

Creating Greeting Cards and More.....

2011/2012

Instructor: Dianne Wichern

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PREREQUISITE(S):
Introduction to Computing & Windows Basics
or the equivalent in computer experience.

CLASS LOCATION: Coronado Center, Room 5

A. COURSE DESCRIPTION

This class helps students learn how to navigate desktop publishing software. Included will be instruction on and practice with Business Cards, Greeting Cards, Brochures, and more. Other skills that will be learned are Importing, Rotating, and Resizing photos and clip art images. We will also discuss joining and wrapping text; and we will take a look at printer settings.

B. METHOD OF INSTRUCTION

Lecture, discussion, question and answer, and demonstration. The instructor will do guided hands-on practice with the students. Then, they may work at their own pace.

C. COURSE OBJECTIVES

Objective 1: Students will modify ready-made projects.

Objective 2: Students will create projects from scratch.

Objective 3: Students will learn the tools for creating text boxes and text.

Objective 4: Students will use the basic tools for manipulating images.