

**BOT 73.16A Course Outline as of Fall 2002****CATALOG INFORMATION**

Dept and Nbr: BOT 73.16A Title: MICROSOFT PUBLISHER 1

Full Title: Microsoft Publisher - Level 1

Last Reviewed: 10/25/2010

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.50	Lab Scheduled	1.50	4	Lab Scheduled	26.25
		Contact DHR	0		Contact DHR	0
		Contact Total	2.50		Contact Total	43.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: BOT 86.76

**Catalog Description:**

Course designed to help the office professional utilize Microsoft Publisher to create professional desktop publishing publications. Topics include: Using the Help system; creating advertising flyers; designing newsletters; preparing tri-fold brochures; creating monthly calendars; using Pack and Go; and exploring printing functions.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: Create desktop publishing publications such as flyers, newsletters, brochures and monthly calendars. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Summer 2000	Inactive: Fall 2015
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

Students will:

1. Use elements found in the Publisher window and menus
2. Create an advertising flyer, newsletter, tri-folder brochure, postcard and calendar
3. Format text and objects
4. Design shapes, logos and mastheads
5. Insert and resize clip art and image objects
6. Modify multiple pages of a publication
7. Use Publisher Wizard templates
8. Preview publications for printing considerations

**Topics and Scope:**

1. Creating and Editing a Publication -- Advertising Flyers
  - A. Define desktop publishing
  - B. Create a new publication
  - C. Use a wizard template
  - D. Identify elements of the Publisher window
  - E. Edit text in a publication
  - F. Use the zoom buttons to edit objects
  - G. Edit repeated design elements--tear-offs
  - H. Save a publication
  - I. Move and resize objects
  - J. Edit a graphic using the Clip Art gallery
  - K. Format a publication
  - L. Open and edit an existing publication
  - M. Modify a publication
  - N. Add and delete attention getter objects
  - O. Create a web site from a publication

- P. Use Microsoft Publisher Help system
  - Q. Use Microsoft Office Assistant
2. Designing Newsletters
- A. Recognize the design process of a newsletter
  - B. Create a newsletter using the Wizard template
  - C. Edit a newsletter template
  - D. Change pages using the page navigation controls
  - E. Insert and delete pages in a newsletter
  - F. Select and edit text
  - G. Create and edit a masthead
  - H. Import text files
  - I. Toggle publication views
  - J. Save a newsletter publication
  - K. Edit personal information components
  - L. Create columns in a text frame
  - M. Edit an attention getter and graphics
  - N. Add a pull quote
  - O. Create and edit sidebar objects
  - P. Insert and modify lines and arrow objects
  - Q. Insert and modify WordArt objects
  - R. Add page numbers to the background of publications
  - S. Identify foreground and background elements
  - T. Check a publication for errors
  - U. Print a two-sided publication
3. Preparing a Tri-Fold Brochure, CD Liner, Logo, Postcard, and Calendar
- A. Create a brochure with the wizard template
  - B. Insert a photograph from a file into a publication
  - C. Create a logo using custom shapes
  - D. Create a composite object in the scratch area
  - E. Insert a symbol
  - F. Group and ungroup objects
  - G. Rotate objects and create mirror copies
  - H. Edit a sign-up form
  - I. Create a calendar using the Design Gallery
  - J. Position objects using the Size and Position feature
  - K. Reposition objects to prevent overlapping
  - L. Edit a calendar
  - M. Preview a brochure before printing
  - N. Select appropriate printing services, paper and color libraries
  - O. Prepare a publication for outside printing
  - P. Use the pack and Go Wizard
  - Q. Thread multiple sessions of Publisher
  - R. Create and edit a postcard
  - S. Copy objects across publications

**Assignment:**

1. Reading assignments from textbook and outside sources
2. Hands-on computer activities
3. Weekly portfolio projects

## Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Quizzes, Application problems

Problem solving  
20 - 50%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Software functions

Skill Demonstrations  
10 - 70%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Production exams

Exams  
10 - 30%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

None

Other Category  
0 - 0%

## Representative Textbooks and Materials:

Microsoft Publisher 2000, Course Technology, 2000