

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:

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