

CLASS NUMBER AND NAME:	CMN186A—PUBLISHER I
TOTAL HOURS/UNITS:	24 HOURS/1 UNIT
PREREQUISITES:	CMN192A—OFFICE: An Overview of Word and Excel
TEXTS AND MATERIALS:	<i>Microsoft Publisher 2013 Comprehensive</i> , Starks. Cengage Publishing, 2014. (ISBN 978-1-285-16727-5) USB drive and headphones
CLASS DESCRIPTION:	A powerful desktop publishing (DTP) program that assists in designing and producing professional, quality documents that combine text, graphics, illustrations, and photographs.
CLASS OBJECTIVES:	Students will be able to produce high-quality color publications, such as newsletters, brochures, flyers, logos, signs, cards, and business forms.
CLASS FORMAT OVERVIEW:	This is a lab class.
REQUIREMENTS:	Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.
METHODS OF INSTRUCTION:	This class is individualized lab class.
CLASS ATTENDANCE:	It is important to the success of the student to attend class every day.
TESTING:	At the end of each chapter, students will complete a graded assignment.
LATE TESTING:	Tests must be taken during the module that the student is scheduled for the class.
GRADING POLICIES:	The work submitted will be evaluated according to fulfilling the requirements of the assignment.

FINAL GRADE: The final grade will be the result of all work submitted.

ANTICIPATED LEARNING OUTCOMES: Upon completing this course, the student will be able to:

1. Produce high-quality color publications such as newsletters, brochures, flyers, logos, signs, cards, and business forms.
2. Save publications as Web pages.
3. Use slide show effects and animation and time the presentation.
4. Create a visually pleasing document.
5. Create publications found in an academic and business environment.

Publisher 2013

Instructions for downloading files for textbook assignments.

The files for this course are located on the Z drive in the computer labs.

Right click the folder and choose Send To: D Drive.

Do not delete your assignments until you have completed your classes at Empire College. Some of the files will be used for other computer courses and some of the files will be used for your portfolio at the end of your program.

ASSIGNMENT 1—Publisher Chapter 1

Complete **Chapter 1** in the textbook and submit for grading by attaching your assignments to an email and sending them to cmn186a@empirecollege.com. Include all of the assignments for each chapter in one email. In the body of the email, include the version of Publisher, the instructor, room, and day or evening. **Complete all of the steps in each of the assignments but do not print.**

- Chapter 1—Concert Flyer—Pub 6-44
- Lab 1—Self-Defense Flyer—Pub 60-61
- Lab 2—Flash Mob Flyer—Pub 61-62

ASSIGNMENT 2—Publisher Chapter 2

Complete **Chapter 2** in the textbook and submit for grading by attaching your assignments to an email and sending them to cmn186a@empirecollege.com. Include all of the assignments for each chapter in one email. In the body of the email, include the version of Publisher, the instructor, room, and day or evening.

- Chapter 2—Internship Brochure—Pub 70-111
- Lab 1—Students Against Bullying—Pub 123-125
- Lab 2—Order Form Complete—Pub 126

ASSIGNMENT 3—Publisher Chapter 3

Complete **Chapter 3** in the textbook and submit for grading by attaching your assignments to an email and sending them to cmn186a@empirecollege.com. Include all of the assignments for each chapter in one email. In the body of the email, include the version of Publisher, the instructor, room, and day or evening.

- Chapter 3—Tech Talk Newsletter—Pub 134-183 L
- Lab 1—Symphony Newsletter—Pub 189-190

ASSIGNMENT 4—Publisher Chapter 4

Complete **Chapter 4** in the textbook and submit for grading by attaching your assignments to an email and sending them to cmn186a@empirecollege.com. Include all of the assignments for each chapter in one email. In the body of the email, include the version of Publisher, the instructor, room, and day or evening.

- Chapter 4—Rocket Dogs Table Card—Pub 197-237
The graphic for this assignment is in Chapter 4 Student Data files.
- Lab 1—Recipe Card—Pub 250-251
- Lab 2—Save the Date Card Complete—Pub 252

ASSIGNMENT 5—Publisher Chapter 5

Complete **Chapter 5** in the textbook and submit for grading by attaching your assignments to an email and sending them to cmn186a@empirecollege.com. Include all of the assignments for each chapter in one email. In the body of the email, include the version of Publisher, the instructor, room, and day or evening.

- Chapter 5—Quality Limos Letterhead/Letter—Pub 261-282
- Chapter 5—Quality Limos Fax Cover—Pub 284-288
- Chapter 5—Envelope—Pub 290-293 (complete the steps but do not print)
- Chapter 5—Quality Limos Business Card—Pub 294-303
(complete the steps but do not print)
- Lab 1—Trends Again Business Card—Pub 309 (complete the steps but do not print)
- Lab 2—Android Styles—Pub 309-310

ASSIGNMENT 6—Publisher Chapter 6

Complete **Chapter 6** in the textbook and submit for grading by attaching your assignments to an email and sending them to cmn186a@empirecollege.com. Include all of the assignments for each chapter in one email. In the body of the email, include the version of Publisher, the instructor, room, and day or evening.

- Chapter 6—A+ Campground Amenities Table (326)—Pub 317-343
- Chapter 6—A+ Campground Calendar (355)—Pub 344-355
- Chapter 6—A+ Campground Manager Letter (364)—Pub 356-364.64
- Lab 1—Town Diner Logo—Pub 370-371
- Lab 2—Grade School Calendar—Pub 372-373

ASSIGNMENT 7

When you have completed all of your assignments, email the grader at cmn186a@empirecollege.com and your instructor. Great job completing your class!