

CLASS NUMBER AND NAME:	CMN186B—PUBLISHER II
TOTAL HOURS/UNITS:	24 HOURS/1 UNIT
PREREQUISITES:	CMN186A—PUBLISHER I
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.
6. Advanced Formatting and Merging Publications with Data
7. Generating Data-Driven Catalogs
8. Sharing and Distributing Publications

Publisher 2013

Instructions for downloading files for textbook assignments.

Create a folder on your USB drive—CMN186AB_2013

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 or Documents.

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 7—Chapter 7

Complete **Chapter 7** in the textbook and submit for grading by attaching your assignments to an email and sending them to cmn186b@empirecollege.com. Include all the assignments for each chapter in one email. In the body of the email, include the instructor, room, and day or evening. **Complete all of the steps in each of the assignments but do not print.**

- Chapter 7—Drama Form Letter—Pub 378-415 (email)
- Chapter 7—Drama Tickets Complete—Pub 416-429 **Do not print the tickets.** (email)
- Lab 1—Home Show Interest Cards—Pub 435-436 (email)
- Lab 2—Tickets Complete—Pub 436-437 (email)

ASSIGNMENT 8—Chapter 8

Complete **Chapter 8** in the textbook and submit for grading by attaching your assignments to an email and sending them to cmn186b@empirecollege.com. Include all the assignments for each chapter in one email. In the body of the email, include the instructor, room, and day or evening.

- Chapter 8—College Travel Catalog—Pub 442-487 (email)
(Print a copy for yourself and email your assignment to the grader)
- Lab 1—National Parks Database—Pub 492-494 (email)
- Lab 2—Motorcycle Rally Poster.pub—Pub 494-495 (email)

ASSIGNMENT 9—Chapter 9

Complete **Chapter 9** in the textbook and submit for grading by attaching your assignments to an email and sending them to cmn186b@empirecollege.com. Include all the assignments for each chapter in one email. In the body of the email, include the instructor, room, and day or evening.

- Chapter 9—Alpine Inn Email Newsletter—Pub 498-530 step 5 (email)
- Chapter 9—Alpine Inn Postcard—Pub 534-535 (email)
- Chapter 9—Alpine Inn Thank You Card—Pub 537 -543 (email)
- Lab 1—Web Songs Email—Pub 549-550 (email)

ASSIGNMENT 10—Chapter 10

Complete **Chapter 10** in the textbook and submit for grading by attaching your assignments to an email and sending them to cmn186b@empirecollege.com. Include all the assignments for each chapter in one email. In the body of the email, include the instructor, room, and day or evening.

- Chapter 10—Green Campus Booklet—Pub 554-605 (email)
- Lab 1—Spring Semester Expenses Table—Pub 613-614 (email)
- Lab 2—Student Yearbook Complete—Pub 614-615 (email)

ASSIGNMENT 11—Final

When you have completed all of your assignments, email the grader and check-in with your instructor to let them know you are finished. Great job completing your class!