

CLASS NUMBER AND NAME:	CMN186A—PUBLISHER I (2016)
TOTAL HOURS/UNITS:	24 HOURS/1 UNIT
PREREQUISITES:	CMN192A—OFFICE: An Overview of Word and Excel
TEXTS AND MATERIALS:	<i>Microsoft Publisher 2016 Comprehensive</i> , Starks. Cengage Learning, 2017. (ISBN 978-1-305-87120-5) USB drive (optional) 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.

The final grade will be based on the following percentages:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

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.

Instructions for downloading files for textbook assignments using the Z drive located on your student desktop.

Right click the CMN186_2016 folder and choose Send To: Documents or your USB drive.

OR

Instructions for downloading files for textbook assignments using the Internet

Create a folder named Publisher in your Documents folder or on your USB drive.

Using **CHROME**, log into: <https://goo.gl/F3Fu9G>

Choose Data files

Choose Download Now

Click the arrow on the button on the task bar on the bottom of the screen

Choose Open when done

Select Data Files

Extract All Files from the Menu Bar

Browse to find the Publisher folder in your Documents folder or on your USB drive

Select the folder

OK

Extract files

Close the window when finished downloading.

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

Module 1

Complete **Module 1** in the textbook and submit for grading by attaching your assignments to an email and sending them to cmn186a@empirecollege.com. Include all the assignments for each chapter in one email. In the body of the email, the instructor, room, and day or evening.

Complete all of the steps in each of the assignments but do not print.

- Module 1—5K Flyer—Pub 1-39 (email)
Skip printing on page 33; submit both flyer and web flyer
- Lab 1—Web Flyer—Pub 44-46 (email)

Module 2

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

- Module 2—Lake Hideaway Brochure—Pub 50-90 (email)
- Lab 1—DVD Label—Pub 101-103 (stop after step 8) (email)

Module 3

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

- Module 3—Shelter Newsletter—Pub 106-147 Step 5 (email)
- Lab 1—Symphony Newsletter—Pub 157-159 (email)
Skip steps 15 and 19

Module 4

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

- Module 4—Pizza Palace Mailer—Pub 162-200 Stop after step 9 (email)
- Lab 1—Recipe Card—Pub 212-213 (email)
Skip step 15

Module 5

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

- Module 5—Creating a Letterhead—Pub 218-244 (email)
- Module 5—Knight Letter—Pub 245-250 (email)
Skip Pg. 252-255 through Step 3
- Module 5—Make My Smile Certificate—Pub 255-256 (email)
- Lab 1—Trends Again Business Card—Pub 270-271 (email)
Skip step 12

Module 6

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

- Module 6—Greyhound Dollars Table—Pub 274—322 (email)
- Module 6—A+ Campground Calendar (email)
- Module 6—A+ Campground Manager Letter (email)
- Lab 1—Pub Hub—326-327
- Lab 2—Grade School Calendar—Pub 372-373

Final

Complete **Module 7, which is the final for this course**. Using the textbook complete all the assignments below and submit for grading by attaching your assignments to an email and sending them to cmn186a@empirecollege.com. Include all the assignments for each chapter in one email. In the body of the email, the instructor, room, and day or evening.

- Module 1 Lab 2—Tutoring Flyer Complete—Pub 46-48 (email)
- Module 2 Lab 2—Order Form Complete—Pub 103-104 (email)
- Module 3 Extend Your Knowledge—Coffee Newsletter—Pub 154-155 (email)
Stop after step 19
- Module 4 Lab 2—Designing an Advertisement—Pub 213-215 (email)
Skip step 18
- Module 5 Lab 2—Bowling Certificate Complete —Pub 271-272 (email)
Skip step 9
- Module 6 Lab 2—Grade School Calendar—Pub 327-328 (email)
Skip step 12

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

Great job completing your class!