

CLASS NUMBER AND NAME:	CMN186B—PUBLISHER II (2016)
TOTAL HOURS/UNITS:	24 HOURS/1 UNIT
PREREQUISITES:	CMN186A—PUBLISHER I
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.
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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.

Week 1

Complete **Module 7** in the textbook and submit for grading by attaching your assignments to an email and sending them to cmn186b@empirecollege.com. Include all of the assignments for each chapter in one email. In the body of the email, include the instructor, room, and day or evening.

- Module 7—Racing Letter and Merged Tickets—Pub 330-381(email)
- Lab 7-2 Program Complete—Pub 387-388 (email)

Week 2

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

- Module 8—Catalog—Pub 390-433 (email)
- Lab 8-1—Creating a Catalog—Pub 440-442 (email)

Week 3

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

- Module 9—Email Newsletter—Pub 446-483 (email)
- Module 9—Postcard—Pub 483-486 (email)
- Module 9—Greeting Card—Pub 487-492 (email)
- Lab 9-1—Web Songs Email—Pub 497-498 (email)

Week 4

Complete **Module 10** in the textbook and submit for grading by attaching your assignments to an email and sending them to cmn186b@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.

- Module 10—Graduation Short Story—Pub 501-554 (email)
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Week 5

Complete **Module 11** in the textbook and submit for grading by attaching your assignments to an email and sending them to cmn186b@empirecollege.com. Include all of the assignments for each chapter in one email. In the body of the email, the instructor, room, and day or evening.

- ❑ Module 11—Ladybug Coloring Page—Pub 565-575 Step 6 (email)
Read but do not complete installing New Fonts
- ❑ Module 11—Ladybug Website—Pub 576-613 Step 5 (email)
- ❑ Lab 11-1 Only Cakes Web Order Form—Pub 621-622 (email)

Final

Complete the final assignments below using 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 version of Publisher, the instructor, room, and day or evening.

- ❑ Module 7—Apply 7-1 Victory Fitness Invoice Complete—Pub 382-383 (email)
Skip step 15
- ❑ Module 8—Using a Catalog Template—Pub 434-437 (email)
Skip step 14
- ❑ Module 9—Apply 9-1 Family Newsletter—Pub 493-494 (email)
Skip step 22
- ❑ Module 10—Apply 10-1 Book Template Complete—Pub 555-558 (email)
Skip step 18
- ❑ Module 11—Working with Form Controls—Pub 614-618 (email)
Skip step 18

When you have completed all of your assignments, email the grader at cmn186b@empirecollege.com and your instructor.

Great job completing your class!