

CM186A—PUBLISHER 2010

TOTAL HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITES:	CM192A—MICROSOFT OFFICE PROFESSIONAL An Overview of Word and Excel
TEXTS AND MATERIALS:	<i>Go Publisher 2010 Comprehensive</i> , Gaskin & Vargas. Pearson Publishing, 2012. 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. Lab time is spent creating desktop publishing documents using Publisher.
METHODS OF INSTRUCTION:	This class is individualized. Lab time is spent leaning how to use Publisher 2010.
CLASS ATTENDANCE:	It is important to the success of the student to attend class every day.
TESTING:	There is a final project/exam at the end of the class. The final will constitute 25 percent of the course grade.
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 (75 percent for projects) and the final (25 percent).

**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 2010

INSTRUCTIONS FOR DOWNLOADING FILES FOR TEXTBOOK ASSIGNMENTS

Create a folder on your USB drive called Publisher.

Open the Internet Explorer and enter the URL address: www.pearsonhighered.com/go

Choose GO with Microsoft Publisher 2010, Comprehensive

Student Data Files

Save

Navigate to your folder you created on your USB drive

Save

Open the folder on your USB drive.

Open the folder with a zipper to unzip the files and navigate to the chapter folders.

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.

WEEK 1—ASSIGNMENT 1

The textbook assumes you are using Windows 7. You are using Windows XP in the school computer labs. Some of the examples in the text might be slightly different from your screen.

Complete and submit by email (see the attached instructions).

Chapter 1 Read Chapter 1—complete and submit the following assignments by email.

- Project 1A: **Flyer** (saving when indicated in the text)
- Project 1B: **City Letterhead**
- Project 1C: **California Skies**
- Project 1D: **Business Cards**

WEEK 2—ASSIGNMENT 2

Chapter 2 Read Chapter 2—complete and submit the following assignments by email.

- Project 2A: **Event Program** (saving when indicated in the text)
- Project 2B: **Summer Newsletter**
- Project 2C: **Earth Day Program**
- Project 2D: **City News Brief**

WEEK 3—ASSIGNMENT 3

Chapter 3 Read Chapter 3—complete and submit the following assignments by email.

- Project 3A: **Trail Announcement** (saving when indicated in the text)
- Project 3B: **Trail Brochure**
- Project 3C: **Building Name**
- Project 3D: **Police Brochure**

WEEK 3—ASSIGNMENT 4

Chapter 4 Read Chapter 4—complete and submit the following assignments by email.

- Project 4A: **Dog Walk** (saving when indicated in the text)
- Project 4B: **Job Catalog**
- Project 4C: **City Services**
- Project 4D: **City Information**

WEEK 4—ASSIGNMENT 5

Chapter 5 Read Chapter 5—complete and submit the following assignments by email.

- Project 5A: **Purchase Order** (saving when indicated in the text)
- Project 5B: **Council Postcard**
- Project 5C: **Inventory List**
- Project 5D: **Fine Arts Letter**

WEEK 5—FINAL

Complete and submit the following assignments by email.

- Project 1E: **New Park**
- Project 2E: **Concert Program**
- Project 2F: **Mayors Newsletter**
- Project 3E: **Training Announcement**
- Project 3F: **Price Brochure**
- Project 4E: **Jazz**
- Project 4F: **Job Fair**
- Project 5E: **Park Equipment**

Please email the grader at CM186A@empirecollege.com when you have completed all of your assignments, final projects, and exams.

Submitting Documents for Grading by Email

Email address:	CM186A@empirecollege.com (The course number for the class followed by @empirecollege.com)
Attach:	Use one email per chapter attaching all of the projects to the email.
Subject Line:	The email subject line should include <ul style="list-style-type: none">• Your first and last name• Chapter and assignment number Example: Jane Doe-Chapter 1-Assignment 1
Body of Email:	The body of the email must list all documents attached for grading

CM186A Evening Schedule

Evening Schedule		
6-Week	3-Week	
Week 1	Week 1	Assignment 1
Week 2		Assignment 2
Week 3	Week 2	Assignment 3 and 4
Week 4		Assignment 5
Week 5	Week 3	Final
Week 6		Final

