



COURSE OUTLINE : CABOT 286

D Credit – Degree Applicable

COURSE ID 005173

Cyclical Review: October 2020

COURSE DISCIPLINE : CABOT
COURSE NUMBER : 286
COURSE TITLE (FULL) : Microsoft Publisher
COURSE TITLE (SHORT) : Microsoft Publisher

CATALOG DESCRIPTION

CABOT 286 introduces students to the beginning features and functions of Microsoft Office Publisher, a desktop publishing program. Students create flyers, brochures, newsletters, letterheads, forms, and other publications that incorporate text, graphics, illustrations, and photographs.

Total Lecture Units: 3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 108.00

Recommended Preparation: CABOT 208 or equivalent.



ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	CABOT	208	Windows Basics	Identify the objects on the Microsoft Windows desktop;	Yes
2	CABOT	208	Windows Basics	operate a mouse: point, click, double-click, drag, and right-drag;	Yes
3	CABOT	208	Windows Basics	open, minimize, maximize, and restore a window;	Yes
4	CABOT	208	Windows Basics	launch application programs;	Yes
5	CABOT	208	Windows Basics	use onscreen Help;	Yes
6	CABOT	208	Windows Basics	use and understand Windows Explorer;	Yes
7	CABOT	208	Windows Basics	create, edit, save, and print a simple Word document;	Yes
8	CABOT	208	Windows Basics	modify the desktop by adding and deleting icons, folders, and documents;	Yes
9	CABOT	208	Windows Basics	format disks, copy and move files, and add new software and hardware;	Yes
10	CABOT	208	Windows Basics	use and understand basic computer terminology;	Yes
11				demonstrate basic knowledge of operating a computer.	Yes

EXIT STANDARDS

- 1 create business cards, greeting cards, calendars, newsletters and much, much more.
- 2 manage files and folders;
- 3 use design templates to create publications such as newsletters, brochures, business cards, letterheads, envelopes, fliers.

STUDENT LEARNING OUTCOMES

- 1 demonstrate the ability to create, edit, and print professional quality publications suitable for business and personal use;
- 2 incorporate graphics, illustrations, and photographs effectively into publications
- 3 demonstrate ability to merge publications with data



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COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Publication <ul style="list-style-type: none"> • Editing text in a publication • Moving and resizing objects • Adding formatting and graphics • Grouping and ungrouping objects • Using snap to guides • Modifying a publication • Printing a publication 	15	0	15
2	Designing publications (flyers, brochures, newsletters, letterheads, forms, etc.) <ul style="list-style-type: none"> • Using wizards • Creating a template • Editing templates • Editing a masthead • Working with personal information sets • Editing a design set • Creating columns • Merging data into publications 	15	0	15
3	Enhancing a publication <ul style="list-style-type: none"> • Clip art • Photographs • Pull quotes • Logos • Sidebars • Charts • Tables • Shapes, boxes, borders, and lines • WordArt 	10	0	10
4	Background <ul style="list-style-type: none"> • Working with text frames • Adding page numbers • Creating headers and footers • Using watermarks 	6	0	6
5	Error checking <ul style="list-style-type: none"> • Spelling • Grammar • Design 	2	0	2
6	Outside Printing <ul style="list-style-type: none"> • Previewing the publication before printing • Printing considerations • Paper considerations • Color considerations 	4	0	4



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7	Packaging the publication for a printing service • Using the pack and go wizard • Using PostScript files	2	0	2
				54

OUT OF CLASS ASSIGNMENTS

- 1 case problems (e.g. Error checking);
- 2 lab assignments (e.g. designing flyers).

METHODS OF EVALUATION

- 1 midterm;
- 2 final examination.

METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Microsoft Office 365 & Publisher 2019 Comprehensive	Required	Boston: Cengage Learning. Print. Shelly Cashman	1		Starks, Joy L.	9780357360026	2020