

# COURSE OUTLINE

## CMSY-123 Microsoft® Office Publisher 1 Semester Hour

### HOWARD COMMUNITY COLLEGE

#### Description

After successful completion of this course, the student will be able to use Microsoft® Office Publisher to create professional-looking publications for print and for publishing on the Web. This course may be completed in fewer than 14 weeks and may be started at any time during the school year. All of the work (except tests) may be done outside of class if student has compatible software. Prerequisite: CMSY-102

#### Overall Course Objectives

Upon completion of this course the student will be able to:

1. Use Publisher's templates to create flyers, newsletters, and brochures.
2. Prepare a publication to be sent to a professional printing service.
3. Prepare a publication for publishing on the Web.
4. Create an e-mail message using Publisher.

#### Major Topics

- I. Creating, saving, and printing publications
- II. Inserting and formatting text boxes and graphics
- III. Inserting and formatting tables, WordArt, AutoShapes, pull-quotes, and sidebars
- IV. Working with color schemes and font schemes
- V. Applying styles
- VI. Creating watermarks, hyperlinks, and logos
- VII. Importing text files from other programs
- VIII. Creating a Web page from a publication
- IX. Preparing a publication to be outsourced to a commercial printing service
- X. Creating and formatting e-mail messages with Publisher

#### Course Requirements

Grading/exams: Specific assignments and procedures for evaluating student performance in the class (i.e., grading) will be described in the individual class syllabus, but will include the following: Projects

#### Other Course Information

*Call 410-772-4876 between 9 a.m. and 3 p.m. for more information about this course.*

This course is a business elective.