

COURSE OUTLINE
CMSY-123
Microsoft® Office Publisher
1 Credit

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. 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 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. Personalize publications with mail merge.
4. Incorporate principles of design to improve a publication.

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, drop caps, and logos
- VII. Importing text files from other programs
- VIII. Working with multiple pages and using a master page
- IX. Preparing a publication to be outsourced to a commercial printing service
- X. Using digital images, mail merge, and Design Checker

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 443-518-4876 between 9 a.m. and 3 p.m. for more information about this course.
This course is a business elective.