

Dakota County Technical College

ADTC 1230: MS Publisher

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 2

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers the basics of Microsoft Publisher for Windows software using IBM networked computers. The student will learn to create, edit, save, delete, and print professional looking applications. The spell checker, auto features and Wizards will be introduced. Prerequisites: ADTC1130 or equivalent.

B. COURSE EFFECTIVE DATES: 05/21/2014 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. apply and practice all skills, creating practical, real-world publications
2. create and edit brochure publications
3. create and edit flyer publications
4. create and edit newsletter publications
5. create publications from templates
6. design and plan a publication
7. modify and improve existing publications in accordance with standard design techniques
8. set publication options
9. use publisher's tools to enhance the appearance of publications
10. using Publisher with e-mail

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted