BUSNC 630 - Microsoft Publisher Course Outline

Approval Date: 03/11/2021
Effective Date: 08/13/2021

SECTION A

Unique ID Number	CCC000623852
Discipline(s)	Business
Division	Career Education and Workforce Development
Subject Area	Business-Noncredit
Subject Code	BUSNC
Course Number	630
Course Title	Microsoft Publisher
TOP Code/SAM Code	0702.00* - Computer Information Systems* / C - Occupational
Rationale for adding this course to the curriculum	Archiving credit course. Offered as non-credit only.
Cross List	*N/A*
Typical Course Weeks	18

Total Instructional Hours

Contact Hours

Lecture	0.00
Lab	27.00
Activity	0.00
Work Experience	0.00

Total Contact Hours	27
Open Entry/Open Exit	No
Maximum Enrollment	25
Grading Option	Letter Grade or P/NP
Distance Education Mode of Instruction	On-Campus Hybrid Entirely Online Online with Proctored Exams

SECTION B

General Education Information:

SECTION C

Course Description

Repeatability May be repeated 0 times

Catalog Description A hands-on course covering features of the desktop publishing capabilities of Microsoft Publisher. Students will learn to prepare attractive business and personal documents, promotional documents, Web pages, and presentations.

Schedule Description

SECTION D

Condition on Enrollment

1a. Prerequisite(s): *None*

1b. Corequisite(s): *None*

1c. Recommended: *None*

1d. Limitation on Enrollment: *None*

SECTION E

Course Outline Information

1. Student Learning Outcomes:

    A. Apply a desktop publishing program or word processing program to format documents and create desktop publications for daily office use.

2. Course Objectives: Upon completion of this course, the student will be able to:

    A. To expose students to practical examples of a Desktop Publishing program as a useful tool.

    B.

3. Course Content

Chapter 1. Creating a Flyer.

Chapter 2. Publishing a Trifold Brochure.

Chapter 3. Designing a Newsletter.

Chapter 4. Creating a Custom Publication from Scratch.

Chapter 5. Using Business Information Sets.

4. Methods of Instruction:

    Activity: Chapter 1. Creating a Flyer. Chapter 2. Publishing a Trifold Brochure. Chapter 3. Designing a Newsletter. Chapter 4. Creating a Custom Publication from Scratch. Chapter 5. Using Business Information Sets.

    Online Adaptation: Discussion

    Explain how the online adaptation of the methods of instruction aligns with the course outcomes: Requires computer skills to perform the SLO: To expose students to practical examples of a Desktop Publishing program as a useful tool.

1. Methods of Evaluation: Describe the general types of evaluations for this course and provide at least two, specific examples.

Typical classroom assessment techniques

    Portfolios --

    Group Projects --

    Home Work --

    Lab Activities --

    Letter Grade or P/NP

2. Assignments: State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.
   A. Reading Assignments
   B. Writing Assignments
   C. Other Assignments
      Chapter 1. Creating a Flyer.
      Chapter 2. Publishing a Trifold Brochure.
      Chapter 3. Designing a Newsletter.
      Chapter 4. Creating a Custom Publication from Scratch.
      Chapter 5. Using Business Information Sets.

3. Required Materials
   A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.

   B. Other required materials/supplies.

4. CB Codes
   CB04 Credit Status: N - Noncredit
   CB08 Basic Skills Status: N - Not Basic Skills
   CB10 Course COOP Work Exp-ED: NCOOP = Not part of Coop Work Exp
   CB11 Course Classification Status: J = Workforce Preparation
   CB13 Special Class Status: N - Not a Special Class
   CB21 Prior Transfer Level: Y - Not applicable
   CB22 Noncredit Category: J - Workforce Preparation
   CB23 Funding Agency Category: Y - Not Applicable
   CB24-Program Course Status: 1 = Program Applicable