

**SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
COURSE SYLLABUS
CIM 213J – OFFICE SKILLS-DESKTOP PUBLISHING (PUBLISHER)**

Instructor: Joyce Morton

COURSE DESCRIPTION:

A distance-education, entry-level course designed to provide beginning information and training in the use of desktop publishing software for business applications. Desktop published examples will be produced for a variety of applications.

COURSE OBJECTIVES:

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

1. Open, close, and save a publication in MS Publisher.
2. Create a publication, add graphics, use Design Gallery and group objects.
3. Format text using ruler guides, add bullets, check spelling, paint formats, and add a table.
4. Work with art, insert and resize clip art, copy and move an object, crop an image, layer objects and rotate art.

STUDENT RESOURCES:

- *Illustrated Series, Microsoft Publisher 2010, Introductory, Elizabeth Eisner Reding, 2010,*
- *ISBN:-13: 978-0-538-74950-3*
- USB Flash Drive

ASSIGNMENTS AND TESTS:

Quizzes, assignments, and a final exam will be given.

POLICIES AND PROCEDURES:

It is the student's responsibility to withdraw properly from the course. Make a note of the Drop and Withdraw dates as listed in the class schedule.

SIX - WEEK SCHEDULE			
Week	Topic/Activity	Comments	Homework Upload
1	Introduction to Class Review Syllabus	Purchase Books, Respond to Instructor Orientation E-mail Be sure to check on last day to drop, and final date for submitting assignments	
2	Complete Unit A		Activity Sheets 1, 2, 3 (20 Points)

3	Complete Unit B		Activity Sheet 4, 5, 6 (20 Points)
4	Complete Unit C		Activity Sheets 7, 8, 9 (20 Points)
5	Complete Unit D		Activity Sheets 10, 11, 12 (20 Points)
6	Complete Final Exam		Final Exam (20 Points)
	Final Grade		<i>100 Points</i>