

COMP 1800 - Microsoft Office Publisher 2013

CREDIT:	1 semester hour
FACULTY CONTACT:	Faculty based at SCC Grading Station, 652-7953
INSTRUCTOR:	Kathryn Hulet, CIT Department Faculty, hulet@dixie.edu
PROGRAM DIRECTOR:	Linda Rogers, 652-7838, rogersl@dixie.edu
YEAR:	2015-2016
OFFICE HOURS:	Please e-mail or call me at above number for appointments
MATERIALS REQUIRED:	<u>Microsoft Office Publisher 2013, Illustrated Series, Introductory</u>
SOFTWARE/HARDWARE:	Microsoft Office 2013, USB disk, Approximate Prints Required: 100



COURSE DESCRIPTION

This course is recommended for all students. It is designed to give the student a basic knowledge of Microsoft Publisher so the student can create, design, and print publications. The basics of Microsoft Publisher are covered including working with graphic objects, enhancing a publication, improving the design of a publications, working with multiple pages, and learning some advanced publication features. This course is a self-paced course that provides flexibility for students to set their own daily schedules to meet deadlines, however, the student should plan on spending 4-6 hours a week to meet course requirements. This course is a graded course which will meet elective credit guidelines but is not designed to meet the computer literacy requirement nor can it be used to meet transfer requirements for business-related programs. Students can get CIS faculty assistance at the Smith Computer Center during faculty posted hours. Students will be expected to adhere to the Dixie College Student Code of Conduct (found in college catalog or student handbook).

Americans with Disabilities Act (ADA) Statement:

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids to be successful in this class will need to contact the DISABILITY RESOURCE CENTER Coordinator (Baako Wahabu) for eligibility determination. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located at the ground floor of the Financial Aid Office. Visit or call 652-7516 to schedule appointment to discuss the process. DRC Coordinator determines eligibility for and authorizes the provision of services. If you suspect or are aware that you have a disability that may affect your success in the course you are strongly encouraged to contact the Disability Resource Center (DRC) located in the North Plaza Building. The disability will be evaluated and eligible students will receive assistance in obtaining reasonable accommodations. Phone # 435-652-7516

Title IX:

DSU seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault we encourage you to report this to the college's Title IX Director, Cindy Cole, (435) 652-7731, cindy.cole@dixie.edu. If you report to a faculty member, she or he must notify the Title IX Director about the basic facts of the incident.

PROGRAM LEARNING OUTCOMES

At the completion of this course, the student should be able to complete the following objectives:

- ✓ PLO 1 Knowledge: Understand the basic operation of Microsoft Publisher, e.g. menu bars, toolbars, status bars, task pane, etc.
- ✓ PLO 2 Skill: Create, design, save and print a publication.
- ✓ PLO 3 Skill: Edit existing text, add graphic images, add a sidebar, use Design Gallery, and group objects.

- ✓ PLO 4 Skill: Working with text by using the layout and ruler guides, format text box, add bullets and numbering and spell check.

At the completion of this course, the student should be able to complete the following objectives.

- ✓ LO 1 Use Graphic Objects such as inserting and resizing clip art; copy, move, crop, and rotate an object or image; align, group and layer objects; use drawing tools; and use fill shapes and colors.
- ✓ LO 2 Enhance a publication document appearance by defining, modifying and applying a style; create tables and columns; adjust text overflows; add drop caps; and create reversed text.
- ✓ LO 3 Improving the design of a publication by rearranging elements, and modifying objects.
- ✓ LO 4 Work with multiple pages in a publication by adding and deleting pages, working with a master page, create header or footers, add page numbering, edit a story, modifying a table of contents, and creating labels.
- ✓ LO 5 Using advanced features such as BorderArt, WordArt, wrapping text around an object, rotating text box.

COURSE COMPLETION SCHEDULE

The Weekly Due Dates Schedule located on Canvas contains a schedule for completing course work. Students may work ahead of schedule, but the work needs to be turned in by the weekly deadlines for full credit. Homework is worth 20 to 50 points for each week’s assignment that is turned in by/or before due date. Late work will be accepted for up to 2 or 3 weeks but a 10 point penalty will be assessed for each week the work is late. Exception to this is that the course must be completed by the course end date. There is no extra credit for this course; however students have access to Assignment keys to correct their homework against.

TESTS

There will be one final proctored test to be taken after all homework is completed. Test score must be 80% or better, and you are allowed 1 retake on the test. When folder is cleared to take your tests, take your course folder and a picture ID to the Grading Station. Allow one hour for each test. Submit completed test to the Grading Station for submission to your instructor. There will be a penalty for late tests.

GRADING

The student’s final grade is based on points earned from completing assignments and the final proctored test. Listed below are the percent each section of the course contributes to the total grade:

Assignments	72%	Points: 235
Tests	28%	Points: 100
Total	100%	Total Points: 335

Grades will be issued on a percentage of total points possible as follows:

A	94+	B+	87-89	C+	77-69	D+	67-79	F	0-59
A-	90-93	B	83-86	C	73-76	D	63-66		
		B-	80-82	C-	70-72	D-	60-62		