Microsoft Publisher Syllabus
Eastfield College
Spring 2020
16-Week Course

Instructor Information
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Monday – Thursday 12:00 pm – 1:30 pm
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Course Information
Course Title: Microsoft Publisher
Course Number: POFI-2301
Section Number: 43400
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Location: Online
Class Meeting Time: Online
Certification Date: February 3, 2020
Last Day to Withdraw: April 16, 2020

Course Prerequisites
Recommended: Beginning Keyboarding
Course Description
In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. (2 Lec., 3 Lab.)

Student Learning Outcomes
Course Objectives:
Students will have mastered the material in the module when they can:
A. Create a Flyer
B. Publish a Trifold Brochure
C. Designing a Newsletter
D. Create a Custom Publication
E. Use Business Information Sets
F. Work with Publisher Tables
G. Use Advanced Formatting and Merging Publications
H. Generate Data-Driven Catalogs
I. Share and Distribute Publications
J. Edit Large-Scale Publications
K. Utilize Advanced Features in Publisher

End-of-Course Outcomes:
1. To offer an in-depth presentation of Microsoft Publisher 2016
2. To expose students to practical examples of the computer as a useful tool
3. To acquaint students with the proper procedures to create flyers and brochures suitable for coursework, professional purposes, and personal use
4. To help students discover the underlying functionality of Publisher 2016 so they can become more productive
5. To develop an exercise-oriented approach that allows learning by doing

SCANS Competencies (Secretary's Commission on Achieving Necessary Skills)
Working with Information – Organize/maintain information, Process information with computers.
Managing Resources – Manage Time.
Using Technology – Apply technology to specific tasks.
Demonstrating Basic Skills – Reading, Listening
Demonstrating Thinking Skills – Creative thinking, Thinking logically.

Course Competencies:
Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
Communication Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication.
Personal Responsibility – to include the ability to connect choices, actions and consequences to ethical decision-making.
Social Responsibility – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Required Course Materials

Microsoft Office 365 Publisher 2016 Comprehensive, Starks, 2017, Cengage Learning

Best deal is to purchase Cengage Unlimited pass for $119.99 (semester) or $179.99 (full year) which gets student total access to all courses that use Cengage publishing (this applies to all POFI and POFT courses at Eastfield). If you are taking more than 1 class, or definitely more than 1 semester, this is a great price. It includes full online access, and a rental book can be mailed to you for $7.99. In addition, 12-month free access for up to six ebooks after semester or yearly subscription ends.

ISBN 9780357700006 (Cengage Unlimited)

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Graded Work

The following tables provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

Summary of Graded Work

Students have the opportunity to earn 1000 points in this class. Final grades will be based on Discussion Boards, Training and Review Assignments, and Module Tests. Most grades are available within 1-2 business days upon submission.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board (4 @ 30 points each)</td>
<td>12%</td>
<td>120 points</td>
</tr>
<tr>
<td>Module Quizzes (11 @ 30 points each)</td>
<td>33%</td>
<td>330 points</td>
</tr>
<tr>
<td>Module Projects (11 @ 50 points each)</td>
<td>55%</td>
<td>550 points</td>
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</table>

TOTAL: 1,000 points
Final Grade

Grades will be determined based on the following scale:

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1,000</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>0-699</td>
<td>0-59%</td>
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</table>

Description of Graded Work

Discussion Boards
The student is required to complete various discussion boards. It is expected that each student create an initial post (100+ words) and respond to a minimum of 3 other student posts (50+ words) each week. Timeliness of initial post in addition to quality is considered when assigning weekly grade. Initial response for each week’s discussion board should be completed by Wednesday, with final replies completed by Sunday.

Module Quizzes
The skills practice exercises are exercises to assist in applying the knowledge learned in the chapter in a hands-on format. The skills build upon one another. Additional skills practice is available if needed, just ask. Laboratory time is the time to be conducting skills practice in addition to completing assignments and other work as needed.

Module Projects
There are 11 module projects, with several choices given for each module to accommodate your desired outcomes in the course. These projects serve as “hands on” skills.

Graded Tasks
Assignments will be posted no later than Monday morning each week and are due by Sunday at 11:59pm of that week, unless stated otherwise.
**Attendance and Your Final Grade**

Face to Face Classes: To be successful, students must attend and participate in all courses in which they are enrolled courses, including lab hours. Students are permitted no more than two (2) absences in 8-week class or four (4) absences in 16-week class in order to receive points for Class Participation. If extenuating circumstances are involved, please contact the professor before the infraction. All absences must be communicated to the professor prior to the class period for it to be considered as an excused absence.

Blended classes, attendance is crucial during face to face sessions. One or two absences are permitted, depending on the number of face-to-face sessions.

Online classes, attendance is tracked by completion of assignments, and log-in appearances in eCampus.

**Late Work Policy**

Late work is not permitted, unless pre-arranged. All assignments, quizzes, tests, and discussion boards are online, so these are all due whether absence is excused or unexcused.

**Other Course Policies**

The instructor reserves the right to amend this syllabus at any time as necessary to meet the educational objectives of the course.

**Institutional Policies**

Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

[Eastfield Institutional Policies](http://www.eastfieldcollege.edu/syllabipolicies)
Course Outline

This course is divided into 11 modules as follows:

Module 1: Creating a Flyer
Module 2: Publishing a Trifold Brochure
Module 3: Designing a Newsletter
Module 4: Creating a Custom Publication from Scratch
Module 5: Using Business Information Sets
Module 6: Working with Publisher Tables
Module 7: Advanced Formatting and Merging Publications with Data
Module 8: Generating Data-Driven Catalogs
Module 9: Sharing and Distributing Publications
Module 10: Editing Large-Scale Publications
Module 11: Advanced Features in Publisher

Course Schedule

See next page for weekly course schedule of due dates.
# POFI 2331 – Microsoft Publisher

## Due Date Tracking

*Note: All work is due by Sunday night at 11:59pm unless otherwise stated*

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>MODULE</th>
<th>ECAMPUS</th>
<th>CENGAGE</th>
<th>PUBLISHER PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 1 and 2</td>
<td>1</td>
<td>Discussion Board #1</td>
<td>Module 1 Objective Based Quiz</td>
<td>Module 1 Apply Your Knowledge OR</td>
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<tr>
<td>Due February 2, 2020</td>
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<td>Module 1 Extend Your Knowledge</td>
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<tr>
<td>Weeks 3 and 4</td>
<td>2, 3</td>
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<td>Module 2 Objective Based Quiz</td>
<td>Module 2 Apply Your Knowledge OR</td>
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<tr>
<td>Due February 16, 2020</td>
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<td>Module 2 Extend Your Knowledge</td>
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<tr>
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<td>Module 3 Objective Based Quiz</td>
<td>Module 3 Apply Your Knowledge OR</td>
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<td>Module 3 Extend Your Knowledge</td>
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<tr>
<td>Weeks 5 and 6</td>
<td>4</td>
<td>Discussion Board #2</td>
<td>Module 4 Objective Based Quiz</td>
<td>Module 4 Apply Your Knowledge OR</td>
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<tr>
<td>Due March 1, 2020</td>
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<td>Module 4 Extend Your Knowledge</td>
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<tr>
<td>Weeks 7 and 8</td>
<td>5, 6</td>
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<td>Module 5 Objective Based Quiz</td>
<td>Module 5 Apply Your Knowledge OR</td>
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<tr>
<td>Due March 15, 2020</td>
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<td>Module 5 Extend Your Knowledge</td>
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<td>Module 6 Objective Based Quiz</td>
<td>Module 6 Apply Your Knowledge OR</td>
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<td></td>
<td>Module 6 Extend Your Knowledge</td>
</tr>
<tr>
<td>Weeks 9 and 10</td>
<td>7</td>
<td>Discussion Board #3</td>
<td>Module 7 Objective Based Quiz</td>
<td>Module 7 Apply Your Knowledge OR</td>
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<tr>
<td>Due April 5, 2020</td>
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<td>Module 7 Extend Your Knowledge</td>
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<tr>
<td>Weeks 11 and 12</td>
<td>8, 9</td>
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<td>Module 8 Objective Based Quiz</td>
<td>Module 8 Apply Your Knowledge OR</td>
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<td>Module 8 Extend Your Knowledge</td>
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<td>Module 9 Objective Based Quiz</td>
<td>Module 9 Apply Your Knowledge OR</td>
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<td>Module 9 Extend Your Knowledge</td>
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<td>Due May 3, 2020</td>
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<td>Module 10 Extend Your Knowledge</td>
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<td>Weeks 15 and 16</td>
<td>11</td>
<td>Discussion Board #8</td>
<td>Module 11 Objective Based Quiz</td>
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<td><em>Thursday due date</em></td>
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