

# MICROSOFT OFFICE PUBLISHER 2007

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## SYLLABUS

**Tuesday & Thursdays • 5pm – 7:30pm  
January 15 – March 18**

course number 9899  
subject code COMP  
crn 40060  
instructor Rodolfo (Rudy) Padilla  
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88 4<sup>th</sup> Street (@ Mission)  
materials USB Memory Stick



**required text** **Microsoft Publisher 2007  
Complete Concepts & Techniques  
Shelly Cashman Starks  
ISBN: 978-1-4188-4349-6**

## COURSE DESCRIPTION

A hands-on course using Microsoft Office Publisher 2007. Students take on an in-depth presentation of Microsoft Office Publisher 2007 and learn through practical examples the proper procedures to create professional publications.

## OBJECTIVES

- Create and edit a publication Chapter 1
- Design a Newsletters Chapter 2
- Publish a tri-fold brochure Chapter 3
  - Create an E-mail letter
- Use business information sets Chapter 4
- Merge publications and data Chapter 5
- Create an interactive Web site Chapter 6
  - Object linking and embedding

## GRADES

In the Lab/Cases and Places	80%	100-90	A
Quiz I	10%	89-80	B
Quiz II	10%	79-70	C
		69 – below	NCR

## FAQ

### 1. Can I use the laser printer in the classroom? Yes/No

The printer is only for project-based related work. Do not use the printer for personal printing purposes.

### 2. Can I still take this course if I plan to miss two or more classes? No

If you already know that you will have to miss classes, take my course at a later time.

**3. Can I remain in the same computer station throughout the course?**

Sitting assignments will take place at the end of the first week of class. They will become available on a first come first serve basis. Two computers will be designated for students enrolled in DSPS.

**4. What if I am late to class?**

Students should make every effort to arrive to class on time. Please do not interrupt the instructor during his/her lecturer. **Students more than 15 minutes late to class forfeit their seat for the duration of the class on the day they are late.**

**5. Can I customize my computer and make changes to its settings? No**

Under no circumstance should a student attempt to make changes to computer settings without the instructor's consent. PLEASE DO NOT MAKE CHANGES TO THE TASKBAR OR MODIFY THE DESKTOP IMAGE.

**6. At the End of Class**

The instructor will announce 5-10 minutes prior to the ending of the class to begin shutting down and cleaning your work area. This means you do not continue to work on the computer. Papers and garbage should be cleared from your workstation and your chair moved underneath the table.

**7. Can I eat or drink at my workstation, I promise to be careful? No**

**8. NOTE TAKING**

Taking notes or learning to take good notes will pay off later down the road. Note taking of important concepts covered in the class is essential to learning the computer applications taught in the course.

**9. Cell Phone**

Please turn off cell phones at the start of each class.