

# Minnesota State College Southeast

## ADMS 1425: Desktop Publishing with Publisher

### A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 2

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course provides an introduction to Microsoft Publisher. Topics include creating and editing single-page and multi-page publications, using wizards, commercial printing considerations, editing text, colors, and graphic design objects, personal information sets, logos, the Pack and Go Wizard, plus using Publisher to create flyers, newsletters, brochures, logos, and calendars. Also included are topics covering business forms such as letterhead, business cards, envelopes, and labels with mail merge, business cards, invoices, fax covers, and tables. (Prerequisite: ADMS1417 or equivalent) (2 Credits: 2 lecture/0 lab)

**B. COURSE EFFECTIVE DATES:** 07/01/2009 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Use desktop publishing software to create office-related publications
2. Apply design concepts when creating publications
3. Use proofreading and editing skills to create error-free publications

## **D. LEARNING OUTCOMES (General)**

1. Create table from scratch
2. Fill in forms
3. Create business forms with tables
4. Create fax cover sheet
5. Create letterhead
6. Use Mail Merge
7. Use online help
8. Define terms
9. Exhibit dependability
10. Create electronic forms
11. Create headlines and table of contents
12. Create tri-fold brochure
13. Design publications
14. Evaluate newsletter design
15. Exhibit proofreading skills
16. Import graphic
17. Demonstrate professional attitude
18. Create postcard
19. Create newsletter
20. Change publications appearance
21. Insert Word files
22. Edit and format graphics
23. Add Pull Quotes
24. Use Design Gallery
25. Prepare publication for outside printing
26. Convert file to webpage format
27. Create Personal Information Set
28. Create business cards
29. Customize design templates
30. Use graphics effectively
31. Use design checker
32. Create business forms
33. Create logo using Word Art
34. Design mastheads and datelines

## **E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

None

## **F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

## **G. SPECIAL INFORMATION**

None noted