

MAJOR COURSE OBJECTIVES:

Publisher is a large and powerful program. The objective of this course is to introduce users to the basics of desktop publishing using the Publisher program, and to introduce students to the basic commands, functions and capabilities of the program.

COURSE FORMAT:

Lecture, demonstration, lab time.

COURSE REQUIREMENTS**ATTENDANCE AND PARTICIPATION**

Students are required to be in attendance for the duration of the course to receive a certificate. Students are encouraged to read ahead during the course, and to reread and review concepts to increase the retention of important concept and skills.

QUIZZES:

N/ A

ASSIGNMENTS:

In class assignments, some possible review and reading between classes.

DETERMINATION OF FINAL MARK:

N/ A

TEXT AND MATERIALS:

A course manual and disk are provided.

QUIZZES, TERM EXAMS, AND FINAL EXAM:

N/ A

GRADES ON TRANSCRIPT:

N/ A