Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: BOTE 218 – Desktop Publishing, Microsoft Publisher
Number of Credits: 3 semester hours
Pre/Co-requisites: None

Course Description: An introduction to the concepts of desktop publishing through the use of Microsoft Publisher with an emphasis on creating useful documents for school, business and personal purposes. This is a study of the different types of publications that can be created through Microsoft Publisher. Development of flyers, brochures, newsletters and custom publications is discussed.

Course Objectives: At the end of the course, the student will be able to…
- Demonstrate knowledge of publication development using Microsoft Publisher 2013.
- Effectively utilize the different features available for use in Microsoft Publisher 2013.
- Discuss the benefits of using Microsoft Publisher 2013 for school, business and personal purposes.
- Understand the different methods of saving, publishing and printing Microsoft Publisher 2013 publications.

Instructor: Emily Rodacker

Phone: 800.233.1737 ext. 3546 or 701.858.3546
Email: emily.rodacker@minotstateu.edu

Lecture/Lab Schedule: Online

Textbooks: *Microsoft® Publisher 2013: Complete*, Starks, 1st Edition

Software Requirements: Microsoft® Publisher 2013
> ****NOTE**** Older versions of Microsoft® Publisher cannot be used as the user interface, functions and capabilities greatly differ from the 2013 version.

System Requirements: (obtained from
http://www.microsoftstore.com/s/publisher2010?WT.mc_id=pointitsem_ad_publisher_generic_2010&WT.srch=1&WT.term=Microsoft+publisher+2010&WT.campaign=481&WT.source=msn&WT.medium=cpc&WT.content=1740048&cshift_ck=2204534160cs1740048&WT.srch=1)

Processor Required	**Operating system**
500 MHz or faster processor	Windows 8, Windows 7, Vista with SP1,
Memory Required	XP (must have **SP3**) (32-bit), Windows
256 MB RAM or more	Server 2008, Windows Server 2003 R2
Hard disk	with MSXML 6.0 (32-bit Publisher only),
1.5 GB available disk space	or later 32- or 64-bit OS
Media drive	**Connectivity required**
DVD or CD-ROM	Internet functionality requires an
Display required	Internet connection
1024 x 576 or higher resolution monitor	**Browser required**
	Microsoft Internet Explorer 6 or later,
	32-bit browser only

Course Requirements:
- Completion of assignments, tests and projects.
- Grading is the accumulation of assignments, quizzes and tests for total points.

    90-100 = A   80-89 = B   70-79 = C   65-69 = D   <65 = F

Tentative Course Outline: Through this course you will learn how to create publications that are useful for school, personal and business purposes from templates provided by Microsoft Publisher 2010 and from scratch. The textbook will provide guided tutorials to develop your skills as a desktop publishing professional. The course will cover an introduction to Office 2010 and Windows 7 and applications using Microsoft® Publisher to create a flyer, a trifold brochure, a newsletter, a publication from scratch, business information sets, Publisher tables and how to use advanced formatting options.

Relationship to Campus Theme: Dakota College at Bottineau emphasizes nature, technology and beyond as a focus for the unique blend of courses and programs offered here. This course will emphasize the use of technology and prepare students for the future use of computers, hardware and software.

Classroom Policies:
- **Assignments:** All assignments are due on the specified due date by 11:55pm CST. All assignments are due before the final project is completed. Make sure your name and assignment appear in the filename of your document. For example, Ch1Lab1ERodacker. Zipped folder names should be named similar to: Lesson3ERodacker. Follow the instructions provided for submitting assignments. Late work will incur point deductions: 10 points for each day it is late. Any assignment turned after 3 days late results in a 0. You are permitted to work ahead.

- **Academic Integrity:** Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and/or expulsion from the university. For more information, refer to the "Academic Dishonesty" policy in the university catalog or the student handbook online: http://www.dakotacollege.edu/pdf/studenthandbook.pdf

Student Email Policy: Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Disabilities and Special Needs: If you need any special accommodations or materials in alternative formats, please let me know immediately. If you have already met with Student Development personnel, please provide me with information regarding your needs as soon as possible so that I can make appropriate accommodations.