

Microsoft Publisher 2013 – OCP-C

Course Objectives	<p>Demonstrate knowledge of digital publishing concepts. Perform layout, design, and measurement activities as presented in textbook. Demonstrate proficiency in digital publishing operations</p>
Competencies	33.01, 33.02, 33.05, 35.01, 35.02, 35.03, 35.04, 36.1 -36.15
Module Materials	<p>Microsoft Publisher 2013 software Microsoft Publisher 2013 – Illustrated Series textbook</p>
Assignments	<p>Unit A-Getting Started with Microsoft Publisher 2013 (100 Points) Unit Work Capstone Project: Study Abroad Flyer Practice – Concepts Review Visual Workshop</p> <p>Unit B – Creating a Publication (100 Points) Unit Work Capstone Project: College Brochure Practice – Concepts Review Independent Challenge - #2 Visual Workshop</p> <p>Unit C – Working with Text (100 Points) Unit Work Capstone Project: College Brochure Practice- Concepts Review Independent Challenge #2 Visual Workshop</p> <p>Unit D – Working with Graphic Objects (100 Points) Unit Work Capstone Project: Flower Show Project Practice – Concepts Review Independent Challenge #1 and #2 Visual Workshop</p>

<p>Assignments</p>	<p>Unit E- Enhancing a Publication (100 Points) Unit Work Capstone Project: Solar System Newsletter Practice – Concepts Review Independent Challenge #1 and #3 Visual Workshop</p> <p>Unit F- Improving a Design (100 Points) Unit Work Capstone Project: Flower Shop Flyer Practice – Concepts Review Skills Review Visual Workshop</p> <p>Unit G – Improving a Design (100 Points) Unit Work Practice- Concepts Review Independent Challenge #1 and #2</p> <p>Unit H – Working with Graphic Objects (100 Points) Unit Work Capstone Project: Automotive Gift Certificate Practice – Concepts Review Visual Workshop</p> <p>Unit I – Working Efficiently (100 Points) Unit Work Capstone Project: Dinner Invitation Practice – Concepts Review Independent Challenge #1</p>
<p>Assessment</p>	<p>For each unit, type the answers to the Practice Concepts Review in a Word document. Print out document and turn in for grading.</p> <p>Other Publisher documents for printing will be assigned as you complete a Unit.</p>