



Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective:

Spring	2008
Semester	Year

Title:

Desktop Publishing With Microsoft Publisher

(limit to 50 characters including spaces)

Course Number:

BOT 67

Initiator:

Terri Robertson

Date Submitted:

11/13/2007

Units Min:

1.00

If this is a variable unit course, then the relationship between units and any difference in expected SLO's should be explained.

Units Max:

1.00

Lecture Hours:

1.00 to 1.00

Lab Hours:

0.00 to 0.00

Activity Hours:

0.00 to 0.00

Student Learning Outcomes: *(Enter the SLO's in an outline format. Use the Ctrl + Tab keys to indent for subtopics.)*

1. Define publication software
 2. Navigate the Microsoft Publisher window
 3. Prepare your message for publication
 4. Prepare publication style and layouts
 5. Create a publication with Publications by Wizard
 6. Create and edit text frames
 7. Use Personal Information frames
- These outcomes will be assessed by completion of basic desktop publishing documents including brochures, newsletters, letterhead business cards and invoices.

SIGNATURES / APPROVALS:

Instructor(s) _____
Signature Date

Instructor(s) _____
Signature Date