BUSNC 630 - Microsoft Publisher Course Outline

Approval Date: 03/11/2021

SECTION C

Course Description

Repeatability	May be repeated 0 times
Catalog Description	A hands-on course covering features of the desktop publishing capabilities of Microsoft Publisher. Students will learn to prepare attractive business and personal documents, promotional documents, Web pages, and presentations.
Schedule Description	

SECTION D

Condition on Enrollment

1a. Prerequisite(s): *None*

2. Assignments: State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.
- A. Reading Assignments
- B. Writing Assignments
- C. Other Assignments
  - Chapter 1. Creating a Flyer.
  - Chapter 2. Publishing a Trifold Brochure.
  - Chapter 3. Designing a Newsletter.
  - Chapter 4. Creating a Custom Publication from Scratch.
  - Chapter 5. Using Business Information Sets.

3. Required Materials

   A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.