Microsoft Publisher 2013
Course Syllabus and Parent Lesson Planner

Course Orientation:

Description:

In this course there are 9 modules that cover everything from basic navigation to working with contacts.

- Module 1 covers the basics and navigation within the course.
- Module 2 covers Modifying and Formatting Text
- Module 3 covers Working with Objects
- Module 4 covers Working with Pictures
- Module 5 covers Working with Tables
- Module 6 covers Layout and Design Options
- Module 7 shows you how to Design Publications for the Web
- Module 8 shows you how to Mail Merge
- Module 9 covers Printing and Sharing

This course, upon completion, will give you the skills necessary to be proficient in Microsoft Publisher for all college/work purposes.

Course Length:

As an elective course, we recommend one or two modules / week. Therefore, we feel that this course should take approximately 6 weeks to complete all modules/quizzes, and leave time to study, and take, the final exam. (See Lesson Plan below)

Course Pre-Requisites (if applicable):

This course does not require any pre-requisites.

Course Requirements:

Computer/tablet/smart phone – Students must have access to a computer/tablet/smart phone with internet access and an internet browser. Techknow Training Studios has been successfully tested using Internet Explorer, Firefox, Chrome, and Safari. In addition, we have tested many versions of smart phone/tablet browsers as well.

Course Requirements (continued):

Internet Access – Although results may vary, based on connection type and speeds, we have tested our online videos on DSL, Satellite, Cable, and cellular connections. Our courses cannot be download and require internet access to view them.

COURSE SOFTWARE REQUIREMENTS:

Microsoft Software: Please visit the Microsoft store where you can view the different Microsoft Office purchase options available.

http://www.microsoftstore.com/store/msusa/en_US/cat/All-Office/categoryID.69403900?icid=en_US_Store_UH_software_Office

We recommend the Office 365 Personal edition, as it's the least expensive option and you receive all of the Microsoft software covered by Techknow Training Studios (including Microsoft Access).

Adobe Software:
Adobe offers special pricing for students/teachers. Please visit this link for info on their pricing:

https://creative.adobe.com/plans?plan=edu&promoid=KTROQ

TechSmith (Camtasia):

http://shop.techsmith.com/store/techsm/en_US/cat/categoryID.67158100

Course Grading:

Techknow Training Studios requires all students to pass a quiz following each module with a score of 80% or higher. The student can retake the module if they aren't able to complete the quiz with a passing score. Typically, module quizzes will be 10 questions long. There is a final exam at the end of each course, which is a compilation of all the module quiz questions. The amount of questions for final exams vary. Students are required to pass the final exam with a passing score of 70% to complete the course. Grades can be viewed by viewing the completed courses in the Course Library or by viewing courses still being taken from the dashboard 'In Progress' tab.

Detailed student transcripts and course reports can be provided to you by simply requesting them from our Techknow Training Studios support team at studentsupport@techknowcoa.com

TECHKNOW
TRAINING STUDIOS

Please find a list of acceptable file upload types below. If your course requires a different file type or your files will exceed the 250 MB limit, please contact us and we will assist you in setting up a Google Drive folder for project file uploads.

.pdf – Document Format	.jpg – Picture Format
.doc – Document Format	.jpeg – Picture Format
.txt – Document Format	.png – Picture Format
.rtf – Document Format	.gif – Picture Format
.pages – Mac Document Format	.bmp – Picture Format
.wav – Audio Format	.htm – Web Format
.mp3 – Audio Format	.html – Web Format
.xls – Excel Spreadsheet Format	.ppt – PowerPoint Format
.xlsx – Excel Spreadsheet Format	.pptx – PowerPoint Format
.numbers – Mac Spreadsheet Format	.mov – Video Format
.avi – Video Format	.psd – Photoshop Format
.wmv – Video Format	.flv – Video Format
.m4v – Video Format	.key – Software Format
.mp4 – Video Format	.3gp – Multimedia Format
.mpg – Video Format	.mpeg – Video Format

Lesson Plan:

Module 1 – The Basics & Navigation	Week 1
Module 1 – Quiz	Week 1
Module 2 – Modifying and Formatting Text	Week 1
Module 2 – Quiz	Week 1
Module 3 – Working with Objects	Week 2
Module 3 – Quiz	Week 2
Module 4 – Working with Pictures	Week 2
Module 4 – Quiz	Week 2
Module 5 – Working with Tables	Week 3
Module 5 – Quiz	Week 3
Module 6 – Layout and Design Options	Week 3
Module 6 – Quiz	Week 3
Module 7 – Designing Publications for the Web	Week 4
Module 7 – Quiz	Week 4
Module 8 – Mail Merge	Week 4
Module 8 – Quiz	Week 4
Module 9 – Printing and Sharing	Week 5
Module 9 – Quiz	Week 5
Study for Final Exam	Week 6 – (1-2 Hours)
Final Exam	Week 6 – 1 Hour