Course Name: Publisher Essentials  
6 Hours

**Course Description:**

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| Flyers, Handouts, Birthday Cards, Calendars, Certificates and More! Learn to create your own publications at work or wherever! You will use Publisher and learn how to structure documents, modify text, work with shapes and images, and format and finalize documents. Why learn it? In just 6 hours, you will become comfortable using the tools of Microsoft Publisher, and you will be able to create professional-looking publications, including flyers, posters, product catalogs, handouts, articles, birthday cards, calendars, worksheets, certificates, email newsletters, and much more. This course covers the 2016/2019 version of MS Publisher. |
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**Prerequisites:**Students should be familiar with personal computers and the use of a mouse and keyboard.

**Curriculum Resources: books, etc.**Microsoft Office Publisher 2016/2019

**Course Goals & Objectives:**

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| By the end of this course, the student should be able to:   1. Perform basic tasks in the Microsoft Publisher interface. 2. Add content in a publication. 3. Format text in a publication. 4. Edit the contents of a publication. 5. Add and format graphics. 6. Print and share a publication. |

**Teaching Philosophy:**

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

**Evaluation Methods:**

Student success is based on participation in class activities and the completion of exercises. A certificate of completion requires 100% attendance and completion of all assigned activities.

**Grading Policy:**

Student success is based on participation in class activities and the completion of exercises. A certificate of completion requires successful completion of all assigned work within the established time frame. Types of graded assignments will be projects, review questions, activities and assignments.

S = Satisfactory  
U = Unsatisfactory  
A course grade of Unsatisfactory does not qualify the course as a prerequisite to other courses.

**Participants Responsibilities:**

To ensure a quality and safe learning environment, students are required to follow the Student Behavior policy found online at <https://www.middeltech.com/student-services/student-handbook>/.