



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Document Development and Website Maintenance
Course Number: AOT128

Required Materials

Textbook(s): Starks/Vermaat - Shelly Cashman Series® Microsoft® Office 365® & Publisher 2019® Comprehensive ISBN 9780357360026

OR

Starks/Vermaat - Shelly Cashman Series® Microsoft® Office 365® & Publisher 2019® Comprehensive – Ebook ISBN 9780357360040

Required Readings: None

Additional Materials: REQUIRED: Microsoft Office 2021/365 – Publisher, Internet, Notepad++ (download for free – see Start Here folder)

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	Chapter/Topic/Lab
Week 1	Class Startup and Module 1: Creating a Flyer <ul style="list-style-type: none"> • All materials in the “Start Here” folder • Syllabus Quiz • Academic Honesty Quiz • “Who are you?” Discussion Post • Module 1: Creating a Flyer (pages PUB 1-2 – PUB 1-59) • Module 1 Tutorial: Research Study Flyer • Module 1: Extend Your Knowledge: Creating a Flyer • Module 1: Creative Assignment • Module 1 Quiz
Week 2	Publishing a Trifold Brochure <ul style="list-style-type: none"> • Module 2: Publishing a Trifold Brochure (pages PUB 2-2 – PUB 2-53) • Module 2 Tutorial: Museum Brochure • Module 2: Extend Your Knowledge: Creating a Brochure from Scratch
Week 3	Publishing a Trifold Brochure (continued) <ul style="list-style-type: none"> • Module 2: Creative Assignment • Module 2 Quiz

Week	Chapter/Topic/Lab
Week 4	Designing a Newsletter <ul style="list-style-type: none"> Module 3: Designing a Newsletter (pages PUB 3-2 – PUB 3-54) Module 3 Tutorial: Energy Newsletter Module 3: Extend Your Knowledge: Customizing the Publisher Ribbon
Week 5	Designing a Newsletter (continued) Word Chapter 3 Simulation <ul style="list-style-type: none"> Module 3: Creative Assignment Module 3 Quiz
Week 6	Test 1: Modules 1-3 <ul style="list-style-type: none"> Test – Three publications created
Weeks 7	Creating a Custom Publication from Scratch <ul style="list-style-type: none"> Module 4: Creating a Customer Publication from Scratch (pages PUB 4-2 – PUB 4-51) Module 4 Tutorial: Mailer Module 4: Extend Your Knowledge: Editing Graphics
Week 8	Creating a Custom Publication from Scratch (continued) <ul style="list-style-type: none"> Module 4: Creative Assignment Module 4 Quiz
Weeks 9	Using Business Information Sets <ul style="list-style-type: none"> Module 5: Using Business Information Sets (pages PUB 5-2 – PUB 5-51) Module 5 Tutorial: Letterhead and Business Cards Module 5: Extend Your Knowledge: Adding Styles to the Quick Access Toolbar
Week 10	Using Business Information Sets (continued) <ul style="list-style-type: none"> Module 5: Creative Assignment Module 5 Quiz
Week 11	Working with Publisher Tables <ul style="list-style-type: none"> Module 6: Working with Publisher Tables (pages PUB 6-2 – PUB 6-49) Module 6 Tutorial: Table, Calendar, and Excel Functionality Module 6: Extend Your Knowledge: Adding an Excel Chart to a Publication Module 6: Creative Assignment Module 6 Quiz
Week 12	Test 2: Modules 4-6 <ul style="list-style-type: none"> Test - Three publications created
Week 13	Introduction to HTML 5 (not in your textbook) <ul style="list-style-type: none"> All items in the Materials folder (these will act as your textbook) HTML Introduction Quiz Find the Error Insert an Image Create an Unordered and an Ordered List Create a Table
Week 14	Introduction to HTML 5 (not in your textbook) <ul style="list-style-type: none"> Create a Web Page (Test)
Week 15	Introduction to Cascading Style Sheets (CSS) and more HTML (not in your textbook) <ul style="list-style-type: none"> All items in the Materials folder (these will act as your textbook) CSS Introduction Quiz Find the CSS Error CSS Image CSS Table
Week 16	Introduction to Cascading Style Sheets (CSS) and more HTML (not in your textbook – FINALS WEEK) <ul style="list-style-type: none"> CSS Test