

Course Syllabus

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| <u>EDTC 5070</u> | <u>Ken Reiss /</u> | <u>Use webCT address- kreiss</u> |
| COURSE NUMBER AND SECTION | INSTRUCTOR | E-MAIL ADDRESS |
| <u>Desktop Publishing</u> | <u>Spring 2 2003</u> | <u>/ 2</u> |
| COURSE TITLE | TERM | CREDIT HOURS |
| <u>ONLINE</u> | | |
| SITE | | |

1. Course Description: (provide details of student focus, rationale, scope, and prerequisites)

This course is a study of desktop publishing and the current state of the desktop publishing industry. Emphasis will be placed on how to actually create a publication from start to finish and include emphasis on types of publications useful in the classroom

2. Learning Outcomes: (goals, objectives, course outcomes, etc.) Identify any MOSTEP or professional standards that are met by each learning outcome.

To gain a working knowledge of the desktop publishing process.

To acquire at least a minimum level of competency in areas such as typography, page layout and design.

To create publications useful in the classroom environment for both student use and adult communications.

3. Schedule of required readings, class preparations and assignments, lectures, discussions, student presentations, out-of-class assignments and exams.

Week 1

Introduction to Desktop publishing as a Process. Planning a publication. Managing large projects. Publishing for print versus in-class use. Graphics and desktop publishing. Publication purpose and effectiveness.

Week 2

Pagemaker tools and Pallettes. Creating a publication. Publication settings. Working with objects. Creating type objects within pagemaker. Importing type from word processors. Type Styling options. Creating a small poster.

Week 3

Working with text. Formatting options: Leading, Margins and indents. Kerning. Scaling text. Paragraph formatting options. Guides. Creating a Brochure.

Week 4

Working with threaded text. Working with graphics. Importing graphics files, and formats accepted. Text wrap options. Creating a newsletter.

Week 5

Working with master pages Working with Grids. Creating frames. Essential design elements. Creating a booklet.

Week 6

Forms. .Line tools. Step and repeat functions. Working with tabs. Creating a form for student activities.

Week 7

Layers. Working with objects. Data merge function. Exporting PDF and HTML files for web use.

Week 8

Final- Hands on project.

The Missouri Show-Me Standards are addressed within the content of this course. Identification of specific standards are included within course assignments. Integration of Missouri Assessment Program (MAP) standards and grade levels will be integrated into this course when appropriate.

4. Resources:

You MUST have access to Pagemaker or Adobe InDesign. If you have to purchase the software, it is available at a educational discount direct from Adobe or many other software vendors. You may want to consider InDesign, the up and coming program. Note that support for this program is a bit limited at this time, but that should change as Pagemaker is slowly replaced with InDesign.

At this point, my knowledge of InDesign is limited. I will provide whatever help I can for this program, but the course was designed around Pagemaker. Adobe has announced plans to slowly retire Pagemaker and replace it with InDesign, so it is difficult to recommend you buy a program that is soon to be discontinued.

Adobe Photoshop, Illustrator or other photo/graphics software may be helpful, but not required. Access to a digital camera or scanner is helpful but not required.

Text(s):

Adobe Pagemaker: Classroom in a Book, Adobe Press.- You should buy the version that matches your software. Version 7.0 of Pagemaker is current and that book is widely available. Version 6.5 books are still available from some suppliers.

Or

Adobe InDesign: Classroom in a Book, Adobe Press.

Supplemental Readings: (list and indicate how these are to be used)

As Appropriate

Audio-visual/other:

Computer and software.

5. EVALUATION: (basis of evaluation with explanation regarding the nature of the assignment and the percentage of the grade assigned to each item below)

Class assignments- 30%
Project 50%
Class participation- 20%

6. Supplements (study guide, sample tests, project outlines may be attached.) Please list.
7. 3 Hour Courses: Students taking an 8 week course for 3 credit hours will complete the following additional assignments and/or attend the following additional class meetings:

N/A

8. FINAL PROJECTS: Final projects/papers will be returned to students in the following manner:

- n/a

NOTE; Papers will not be available for pick up from the School of Education Office.

•This syllabus is subject to change at the discretion of the instructor.