



**Course Title:** Desktop Publishing  
**Credit(s):** One Credit, One Semester  
**Teacher:** Mr. Todd Iwema  
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### **COURSE DESCRIPTION:**

This one semester course is designed to allow students to develop proficiency in using desktop publishing software to create a variety of printed publications. Students will incorporate journalistic principles in design and layout of print and Web publications including integration of text and graphics and use sophisticated hardware and software to develop and create quality materials for business related tasks. In addition, other applications of a graphical nature are incorporated, including presentation graphics, photo editing, illustration software, and web movies

Prerequisite: Digital Communication Tools I  
Grade Level: 9 - 12

### **TEXTBOOK RESOURCES:**

MS PowerPoint - TEXT - MS PowerPoint 2007

Text: Chris Botello, Elizabeth Reading *The Design Collection Revealed*, Course Technology, 2008.

Project files: Instructor will provide instructions for obtaining the Project files.

Software: Microsoft Office 2007, Internet Explorer 7, Adobe InDesign CS3, Adobe Illustrator CS3, Adobe Photoshop CS3, and Windows XP will be used.

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

### **SUPPLIES:**

Paper, Binder/Folder, Pen/Pencil

Suggestion: Jump drive for students to save work to take home upon completion of course.

### **LEARNING GOALS: UPON COMPLETION OF THIS COURSE STUDENTS WILL**

Students - will be able to create, save, present and print advanced presentations. - evaluate the purposes, functions and features of desktop publishing software. - develop and demonstrate desktop publishing software skills. - import, manipulate and integrate data and graphic images. - apply principles and techniques of publication design and layout. - design various graphics documents. - utilize photo editing software to create various graphic images. - Utilize devices used to add multimedia. - Create animated movies for web applications. - demonstrate organizational and professional skills.

### **COURSE EXPECTATIONS:**

The major objective is to have all students learn and be successful in this class. No student has the right to interfere in any way with my ability to teach and students to learn.

1. All students are expected to follow the outlined procedures as stated in the LCHS Code of Conduct
2. Students are to follow my classroom rules; a copy of these are passed out at the beginning of each semester to each student. A copy is on file with the high school office and also posted on my classroom wall.

### **GRADE DETERMINATION:**

EXAMINATIONS/ASSESSMENTS	12	% OF GRADE
CLASSROOM PRODUCTION WORK	56	% OF GRADE
CLASSROOM PROJECTS	32	% OF GRADE

**SEMESTER FORMULA:**

FIRST NINE WEEKS	43	OF THE SEMESTER GRADE
SECOND NINE WEEKS	43	OF THE SEMESTER GRADE
FINAL EXAM	14	OF THE SEMESTER GRADE

**LATE WORK POLICY:**

Work must be turned in within one week of the due date to be accepted for full credit; 2nd week, points will be deducted according to number of points possible. When extended absences occur, the student needs to see me for a make-up plan agreed upon by both of us, to be completed in a timely fashion.

**METHODS OF INSTRUCTION:**

- Lectures/Demonstrations: Important material from the text and outside sources will be covered in class. You should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured, outside material relevant to topics being covered.
- Assignments: Concepts Reviews, Skills Reviews, Independent Challenges and other projects and readings will be periodically assigned to help support and supplement material found in the lessons. These assignments may require the application of various software applications.
- Quizzes: Occasional scheduled or unscheduled quizzes will be given to help ensure you stay up with assigned material.
- Exams: Three exams will be given. The exams will be closed book/note and will test assigned readings and material discussed in class. Review sheets will be provided before the exam day. The final exam will not be comprehensive in nature. However, the instructor reserves the right to retest on material that was not appropriately comprehended. These items will be noted on exam review sheets.
- Internet Support: Check the class Web page for additional information about Office 2007, or to post a question about this course.

**GRADING SCALE**

100 TO 92.5	=	A
89.5 - 92.49	=	A -
86.5 - 89.49	=	B +
82.5 - 86.49	=	B
79.5 - 82.49	=	B -
76.5 - 79.49	=	C +
72.5 - 76.49	=	C
69.5 - 72.49	=	C -
66.5 - 69.49	=	D +
62.5 - 66.49	=	D
59.5 - 62.49	=	D -
0 - 59.49	=	F

**ADDITIONAL INFORMATION:**

Grades will be determined by rounding the final averages - \*\*.51 or higher will be rounded up and .50 or lower will be rounded down. The grade determination as listed above is an approximation of the percentage of the total grade. Grades from each category were totaled and divided by the number of points possible. Programs and book assignments are worth between 10 to 40 points each depending on the level of difficulty. Chapter tests are worth 100 points each.

## **COURSE OUTLINE**

### **Topic**

#### **Presentations**

### **Material**

- Explain purpose of presentation software
- Define/apply presentation terminology and principles of design
- Utilize all views
- Add, move, copy, delete, and import slides
- Create presentations associated with layouts, templates, text, objects, and color
- Enhance presentations using advanced features of page layout software
- Import/link spreadsheet, word processing, and database files with slide shows
- Export presentation to word processing document.
- Understand and apply multimedia concepts related to graphic images
- Understand and apply multimedia concepts related to sound and video files
- Apply transitions, text effects, timings, and annotations
- Research internet for information appropriate for presentations
- Utilize proper public speaking techniques during presentations
- Explore the InDesign Workspace
- Change Document Views
- Navigate Through a Document
- Use InDesign Help
- Format Text
- Format Paragraphs
- Create and Apply Styles
- Edit Text
- Create a New Document
- Create Master Pages
- Apply Master Pages to Document Pages
- Place Text and Thread Text
- Modify Master Pages and Document Pages
- Create New Sections and Wrap Text
- Align and Distribute Objects on a Page
- Stack and Layer Objects
- Work with Graphics Frames
- Work with Text Frames
- Work with Process Colors
- Apply Color
- Work with Spot Colors
- Work with Gradients
- Create a New Document
- Explore the Illustrator Window
- Become Familiar with the Welcome Screen
- Creating Basic Shapes
- Apply Fill and Stroke Color to Objects
- Select, Move, and Align Objects
- Work with Guides
- Transform Objects
- Make Direct Selections

#### **Exploring the InDesign Workspace**

#### **Working with Text**

#### **Setting Up a Document**

#### **Working with Frames**

#### **Working with Colors**

#### **Illustrator: Getting Started with Illustrator**

## **Illustrator: Creating Text and Gradients**

- Create and Format Text
- Flow Text into an Object
- Position Text on a Path
- Create Colors and Gradients
- Apply Colors and Gradients to Text
- Adjust a Gradient and Create a Drop Shadow

## **Illustrator: Drawing and Composing and Illustration**

- Draw Straight Lines
- Draw Curved Lines
- Draw Elements of an Illustration
- Apply Attributes to Objects
- Assemble an Illustration
- Stroke Objects for Artistic Effect
- Use Live Trace and the Live Paint Bucket Tool

## **Illustrator: Transform and Distort Objects**

- Transform Objects
- Offset and Outline Paths
- Create Compound Paths
- Work with the Pathfinder Palette
- Create Clipping Masks

## **Illustrator: Working with Layers**

- Create and Modify Layers
- Manipulate Layered Artwork
- Work with Layered Artwork
- Create a Clipping Set

## **Getting Started with Adobe Photoshop CS3**

- Start Adobe Photoshop CS3
- Learn how to open and save an image
- Use organizational and management features
- Examine the Photoshop window
- Use the Layer and History palettes
- Learn about Photoshop by using Help
- View and print an image
- Close a file and exit Photoshop

## **Working with Layers**

- Examine and convert layers
- Add and delete layers
- Add a selection from one image to another
- Organize layers with layer groups and colors

## **Making Selections**

- Make a selection using shapes
- Modify a marquee
- Select using color and modify a selection
- Add a vignette effect to a selection

## **Incorporating Color Techniques**

- Work with color to transform an image
- Use the Color Picker and the Swatches palette
- Place a border around an image
- Blend colors using the Gradient Tool
- Add color to a grayscale image
- Use filters, opacity, and blending modes
- Match colors

## **Placing Type in an Image**

- Learn about type and how it is created
- Change spacing and adjust baseline shift
- Use the Drop Shadow style
- Apply anti-aliasing to type
- Modify type with the Bevel and Emboss style
- Apply special effects to type using filters
- Create text on a path