

Office Publishing Syllabus

Instructor: Mrs. Crutcher

Room: 13

Text: Using Adobe InDesign CS, Adobe Illustrator 8.0, and Photoshop 7.0

Prerequisite: Keyboarding

Course Description:

This course will focus on the preparation and production of business publications using text and multiple graphic resources. Students will use the computer to expand their word processing skills, to create, use and manipulate graphics and scanned images. Examples of projects include the creation of business cards, letterheads and logos, brochures, advertisements, manuals, menus, newsletters, etc. Microsoft Word, Adobe InDesign CS, Adobe Illustrator and Photoshop, industry standard word processing illustration, page layout and image manipulation programs will be used. Students will prepare all types of published materials. Students are taught skills necessary to be a Pre-press Professional in the Publishing Industry.

Course Goals & Objectives:

1. Improve students' computer and communication skills
2. Allow students to create mailable desktop published documents from scratch
3. Expose students to advanced software features
4. Apply basic layout and design principles to produce attractive business documents
5. Gain confidence in producing professional publications
6. Operate a scanner to produce graphics for use in desktop publishing
7. Operate a digital camera to produce graphics for use in desktop publishing
8. Use clip art and other graphic elements to enhance the appearance of documents

Homework:

Students are expected to keep a binder that will be provided with all handouts and assignments, which will be collected and graded. Additionally, assignments, quizzes, and projects will be given to assess students' individual understanding of topics. You are allotted time in class to do all assignments. Passes will also be handed out to complete work during advisement period. This is a time to come down and get homework done! Homework for the week will be due on Friday, no exceptions. If you are ill, please see the instructor.

Assessment:

Daily Homework, Projects, Test – Your grade will be based on the amount of points you have earned divided by the total amount of points available in the class.

Semester Exam – At the end of each semester a comprehensive exam worth 20% will be given. This exam will be used in conjunction with the two-quarter grades to determine the semester grade. The semester grade will be calculated by the following formula: $\{(3^{\text{rd}} \text{ quarter } \% * 2) + \{4^{\text{th}} \text{ quarter } \% * 2\} + \text{semester exam} / 5\}$.

Suggestions for Successful Classroom Involvement:

You will get out of this class what you put into it. The more you participate in class, the more work you will complete. If you have any questions, raise your hand and wait patiently for the instructor's help or ask your neighbor if they can help. **DO NOT GET OUT OF YOUR SEAT!** Remember that there are three different classes going on at the same time.

Attendance and Behavior:

Students are expected to attend class regularly and be on time. Trips to the main office, the guidance counselor, or the bathroom should be made during the passing period, not during class. Additionally, students are expected to be familiar with the high school Student Handbook and use reasonable judgment in knowing what is appropriate behavior. Be courteous and respectful to the instructor and fellow students. It is important to attend class since your work has to be done on the computers. If you miss class, you need to find time to make up your homework. This can be during advisement, before or after school when you

make arrangements with the instructor. Remember if you miss class, you need to find 80 minutes of your own time to make it up.