BOTE 218 Desktop Publishing
Spring Semester 2014

Credits: 3

Course Description: Desktop publishing provides basic knowledge of desktop publishing software and electronic document design and production.

Prerequisite\CoRequisite Courses: CSCI 101 Introduction to Computers or Keyboarding or Word Processing

Course Objectives:

⇒ Create and manage information using computer technology
⇒ Use the software's formatting features to enhance business documents.
⇒ Demonstrate the ability to apply concepts learned to independent challenge problems
⇒ Demonstrate the ability to interpret and synthesize information resulting in problem solutions.
⇒ Apply a working knowledge of basic desktop publishing software.

Instructor: Ms. Diane R Keller
Office: Thatcher 211
Office Hours: T, TH 11:00-11:50 am, 2:00-3:00pm
Phone: 701-228-5453
Email: diane.keller@dakotacollege.edu

Lecture/Lab Schedule: MWF 10:00-10:50am / Thatcher Hall 214

Textbook(s): Adobe InDesign CS5, Author: Terry Rydberg
ISBN: 978-1-111-13032-9
USB "jump" drive

Course Requirements: Instruction procedures include lecture, class discussion and participation, individual assistance and tests.

Grading Methods	**Grading Scale**
Daily work (randomly)	A = 100%-90%
Objective Tests	B = 89.9%-80%
Quizzes	C = 79.9%-70%
Other projects	D = 69.9%-60%
Final project & presentation	F = 59.9% and below

Grades are calculated by dividing total points earned by total points available from assignments and tests.

Tentative Course Outline:

⇒ Setting up the Workspace
⇒ Type, Tools, and Terms
⇒ The Fine Art of Setting Type
⇒ Combining Type and Images
⇒ Tabs and Tables
⇒ Grids, Guides, and Aligning Objects

⇒ Text Wrap, Layers, and Effects
⇒ Type Continuity: Applying Styles
⇒ Master Pages and Object Styles
⇒ Business Forms
⇒ Designing with Type
⇒ Color Essentials
⇒ Production Essentials
⇒ Basic Graphic Elements

General Education Goals: None
Relationship to Campus Theme:

> **Technology:** The course focuses on knowledge and application of technology

Classroom Policies:

⇒ Students are required to complete all class activities.

⇒ Attendance is required. Quizzes and tests cannot be made-up. Exceptions may apply when students are excused because of a school function or if an emergency arises. Arrangements must be made with the instructor prior to class time. Excused absences will be handled on an individual basis.

⇒ Student must be in attendance on the day scheduled for the final exam. Failing to be present will result in an F on the final project.

⇒ Assignments are due at the designated time, even if you will be or were absent. Late assignments will not be accepted.

⇒ Bring your textbooks, electronic storage device, and writing tools each day to class

⇒ Bring a positive, cooperative attitude to class each day.

⇒ DO NOT BE LATE TO CLASS.....Tardiness will not be tolerated. It is disruptive to your peers and the discussions. If you attempt to enter the classroom after the door has been closed, you will be instructed to leave the room.

⇒ The instructor reserves the right to remove anyone causing disruptions or showing disrespect to others in the class. The first offense will result in expulsion from that class period. A second offense will result in the students' permanent removal from the class and a grade of F for the semester. Disruptions include:

  o Any use of cell phone or any other electronic device (tablets, net books, or laptop computers, I-pads, I-pods etc.) during class

  o Using the computer for gaming, chatting or activities other than the program required for class

    ▪ The instructor reserves the right to interpret and declare what is considered disruptive or disrespectful behavior. Examples may include but are not limited to

    ▪ Disruptive talking

    ▪ Listening to music or sports utilizing an electronic device via ear buds

    ▪ Watching videos during class

Academic Integrity:

Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. (Student handbook p.19)

⇒ Students will receive no credit for work that fails to meet standards of academic integrity.
⇒ If a person participates in academic dishonesty more than once, the result will be an F for the course.
⇒ The use of templates or other pre-made layouts will result in an F for the assignment.
⇒ The instructor reserves the right to interpret and declare what is considered cheating on a case-by-case basis.

Disabilities and Special Needs: If you have a disability for which you need accommodation, contact me within the first week of the semester. Learning Center disability support services are available also: phone 701-228-5477 or toll-free 1-888-918-5623.