BOTE 218 Desktop Publishing
Spring Semester 2013

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

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.

Prerequisite skills: Keyboarding or Word Processing

Grading Methods
Daily work (randomly)
Objective Tests
Quizzes
Other projects
Final project & presentation

Grading Scale
A = 93%
B = 85%
C = 77%
D = 69%
F = Below 69%

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

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.
⇒ Assignments are due at the designated time, even if you will be or were absent. Late work will not be accepted.
⇒ Bring your textbooks, and writing tools every day. Bring a positive, cooperative attitude to class each day.
⇒ Using the computer for gaming, chatting or activities other than the program required for class is prohibited. People who do so may be asked to leave the classroom.
⇒ Turn off cell phones and other electronic devices, as they are distracting to everyone in the room.

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.

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.