



260T Desktop Publishing

Section 501, CRN 50639 online



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Course Description:

OBT 260T: Desktop Publishing and Presentation. (3) Students get hands-on training in desktop publishing and presentation graphics software as they learn to produce flyers, newsletters, brochures, and professional presentations. Prerequisite: OBT 112T or approval of the instructor.

Attendance

This is an online course so it is the student's responsibility to attend class through BlackBoard Learn and complete all work assigned. Assignments are due on the due date and should be submitted through the assignment tab as an attachment **not through email**. Check your email and assignments daily. **The BlackBoard Learn system will track the time you spend in BlackBoard Learn.** You CANNOT afford to get behind. Non completion of the course or failing will affect your grade and thus may affect any scholarships, grants, or financial aid, requiring payment back to the offering institution.

Course Requirements

Required book: Microsoft Publisher 2013
Author Elizabeth Eisner Reding
ISBN-13: 978-1-285-08271-4
ISBN-10:1-285-08271-0

You must have access to a computer with a fast internet connection (dial up will not do), a scanner or access to one, Adobe acrobat to save your publishing documents too. You can always visit the lab if you do not have a computer to work on. Check with Susan Jackson for lab hours. 505925 8711505925 8711

Class Format

This is an online class, which means that you are responsible to get your work completed and submitted on time. Since we are using technology and the Internet, let's face it problems with technology happen so do not wait until the last minute complete your assignments or quizzes. **Pay close attention to the days and times that BlackBoard Learn is down for upgrades** and work around their scheduled outages. All assignments and correspondence will be submitted through the BlackBoard Learn assignment tab.

Communicate with teacher – The best way to contact me is by email through Blackboard or your lobomail account. You may also leave a message on my office phone at (505)925-8706.

Assignments

You will find your assignments listed under the assignment tab in BLACKBOARD LEARN. You are given a due date on each assignment and if you do not submit the assignments by the deadline you will automatically have 10 percent deducted. The assignment will disappear from the list once it has been submitted. I will leave the assignments open until the end of the class. But you will still be deducted for late assignments.

Prior to submitting your assignments put your name in the right bottom of the document and the Project number as shown in the example below.

Cindy Chavez Assignment #

Assignments/projects are to be submitted through BlackBoard Learn assignment tab. Assignments sent through email will not be accepted.

Course Grading Policy Make-up and Late Assignment Policy

All work is due on the due date. If life gets in the way please let me know. Ten percent will be deducted for late assignments and quizzes. I do not give extra credit... I prefer you keep up with the work you have been given instead of me adding more work to you and me.

Discussion

The discussion area is a place for you to get to know your peers. If you have questions regarding the class you should post it in this area for all to see. Chances are they may have the same questions. This is also an area to just talk with your peers. Sometimes the course gets a bit boring by yourself so go find someone to talk to a bit when you find the time. If I get questions regarding the class this is where I will post them as well.

Quizzes

Quizzes and assessment will be given to test students' knowledge and application of skills.

These quizzes will be based on the readings and practice you complete in each lesson.

Final Assessment

The final exam will consist of a project that will reflect the skills and knowledge you have learned throughout the class. I cannot put it in the assessment tab so I will put in the Assignment tab.

Academic Dishonesty

The UNM Catalog definition states "Academic Dishonesty includes, but is not limited to: dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Withdrawal from Class

Please refer to the Class Schedule for deadlines for dropping a class. However, if you encounter problems towards the end of the semester after the deadline, please talk to me about dropping the class. I would rather drop you than award you an F – a grade of F can take a long time for your GPA to recover.

Incomplete Grade Policy

If you have completed 85% of the semester (attendance and homework) and are experiencing obstacles to completing the semester, make an appointment to talk with me about receiving an incomplete. If we agree on an incomplete, you must have the remaining assignments as agreed upon completed by the end of the next semester. PLEASE NOTE – it is your responsibility to complete the assignments in a timely manner. If not completed, your INC automatically turns into an F.

Netiquette (in e-mails):

- Please include an informative subject line. This is very helpful when viewing many emails. A subject of "Question" isn't helpful, but a subject of "Have question about today's homework" is much better.
- Do not use text-style typing. If u want 2 b treated like a pro, write line 1.
- Do not send all cap messages .ALL CAPITAL LETTERS APPEARS TO BE SCREAMING AT THE PERSON YOU ARE WRITING TO! This can be taken as an offensive message, when it in fact is not meant to be negative.

Computer Policies: Good computer skills and practices are very important. Please be sure to save a copy of your files on another device/location (e.g. back up your data on a USB drive or “jump drive”) beyond your personal computer. When using the computers on campus, you must adhere to all policies set forth by the University of New Mexico at Valencia Campus and in fact as part of this course, you have signed an agreement that states you will follow the policies.

Computer crashes are not excuse to not complete assignments. As a student enrolled in a computer class you must have a backup plan in the event your computer crashes or the Internet goes down. Planning ahead will keep you from failing.

Students with Disabilities: UNM Valencia's Equal Access Services provide academic support to students with disabilities. If you need alternative formats for completing coursework, you should contact this service immediately to ensure your success; the staff can help meet your needs in a timely manner. Once you have been tested and have had an appointment with Equal Access, you are responsible for getting all documented forms to your instructors as soon as possible. Please call (505) 925-8560 for more information, or visit: <http://www.unm.edu/~vcadvise/equalaccess.htm>

Instructors cannot accommodate any special needs without the proper authorization from UNM Valencia Campus Accessibility Services telling them how to proceed and what to do to help you best. Once we receive your paperwork, we will help you in all ways specified. Pursuant to the American with Disabilities Act (ADA), instructors accommodate documented special needs, and we encourage students to discuss their concerns with their instructors.

Main Course Objectives

- To learn the different types of software and hardware used for desktop publishing.
- To demonstrate the ability to use basic desktop publishing layout tips for publishing and marketing
- To learn the differences between word processing and desktop publishing.
- To demonstrate the ability to create flyers, newsletters, and brochures using desktop publishing software
- To demonstrate an excellent understanding of the components of art and design (balance, unity, line, composition, color theory, visual rhythm, etc.
- Students will be able to create a PowerPoint presentation using appropriate formatting.

Performance Objectives:

- Students will be able to create a document that incorporate the basic desktop publishing design principles.
- Students will be able to create a presentation that incorporate the basic design principles.

Course Outline

Assignment Descriptions:

- Concepts Review – Includes screen identification, multiple choice, and matching questions.
- Skills Review – Provides additional hands-on exercises that mirror the progressive style of the lesson material.
- Independent Challenges 1, 2 and 3 – Case projects that require critical thinking and application of the unit skills. The Independent Challenges increase in difficulty, with the first being the easiest (with the most step-by-step detailed instructions). Independent Challenges 2 and 3 become increasingly more open-ended
- Visual Workshop – a practical, self-graded capstone project that requires independent problem solving.

Week	Topic	Assignment	pages
1	Introduction to Course	Page 2 -1	
2	Unit A: Getting Started with Microsoft Publisher	Complete Unit A for submission Unit A Capstone project; Study Abroad Flyer	2-17 18-19
3	Unit B: Creating a Publication	Complete Unit B for submission Unit B Capstone Project: College Brochure Independent Challenge#1	26-41 42-43 46
4	Unit C: Working with Text	Complete Unit C for submission Unit C Capstone Project: College Brochure	49-65 66-67

		Independent Challenge#1	71
5	Unit D: Working with Graphic Objects	Complete Unit D for submission Unit D Capstone Project: Flower Show Project Independent Challenge#1 Visual Workshop	75-91 92 97 100
6	Unit E: Enhancing a Publication	Complete Unit E for submission Unit E Capstone Project: Solar System Newsletter Independent Challenge#1 Independent Challenge #2	101-102 118 123 123
7	Unit F: Improving Design	Complete Unit F for submission Unit F Capstone Project: Flower Shop flyer Independent Challenge#2 Visual Workshop	127-139 140-141 145 148
9	Unit G: Working with Multiple Pages	Complete Unit G for submission Unit G Capstone Project: Jewelry Tools Catalog Independent Challenge#3 Visual Workshop	149-165 166-167 172 174
10	Unit H: Working with Multiple Pages	Complete Unit H for submission Unit H Capstone Project: Automotive Gift Certificate Independent Challenge#2 Visual Workshop	175-191 192-193 197 200
11	Unit I: Working Efficiently	Complete Unit I for submission Unit I Capstone Project: Dinner Invitation Independent Challenge#3 Visual Workshop	201-215 216 222 224
12	Concept test		
13	Getting to Know PowerPoint video/lessons Creating and Opening Presentations Saving and Sharing	For practice you can complete the challenge at the end of each lesson	
14	Text Basics Applying Themes	For practice you can complete the challenge at the end of each lesson	

	Applying Transitions		
15	Managing Slides Printing Presenting your Slide Show	Using what you have learned please create a PowerPoint presentation to promote this class. Use the principals learned for text and space throughout and you can obtain information from the syllabus, schedule and/or catalog.	
16	Work on Final Project	To be determined by instructor	
17	Work on Final Project	Submit to instructor	5/8
Finals week no lesson all should be submitted by now			
This course outline is not engraved in stone only word-processed And is subject to change at the instructors discretion			