

# SYLLABUS

## CMAP 166 -- Desktop Publishing

**Instructor:** Mr. Glover  
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**Textbooks:** Quark Ed (Compilation by Quark Ed On The Web (provided on CD - please see Instructor))  
Adobe Photoshop 6.0: Complete Course, by Elizabeth Eisner Reding, Thomson Learning  
Desktop Publishing Style Guide, by Sandra Lentz Devall, Delmar Publishing

**Other Course Required Material:** (1) Zip 100 mb disk  
(2) Notebook (very, very big notebook)

### COURSE DESCRIPTION:

The focus of this course is to expose the students to the basics of Desktop Publishing through practical experiences. We will accomplish this goal through a combination of in class activities, assigned readings, class projects, tests, quizzes, etc.

### COURSE GOALS:

1. To gain a better understanding of Desktop Publishing basics (design, layout, graphics, etc).
2. Improve and strengthen logic/critical thinking skills as well as your creative talents.
3. Create documents and manipulate graphics utilizing the Quark Express and Adobe PhotoShop programs. These documents will include (but are not limited to): advertisements, brochures, business cards, fliers, and newsletters.

### CLASS POLICY & PROCEDURES:

**Attendance:** This is a participation course that runs on a very tight schedule. You are required to attend all class dates. Any make-up work will only occur with documented and approved absences (what constitutes an excused absence is clearly outlined in your student handbook).

**Plagiarism:** Any student who copies another student's homework/assignment is guilty of plagiarism. You will receive an automatic grade of "E" for the course. No discussion.

**Late Work:** All work is due upon the date specified in class. The only late work that will be accepted must be accompanied by an official university approved excuse (acceptable excuses are outlined in your student handbook). No excuse, no make-up work.

**Cover Page:** All assignments must have a cover page that clearly displays assignment title, student name, date, class time and section. All work page, if it does not it will only be worth half of the points possible.

### COURSE REQUIREMENTS:

**1. Quizzes:** You will take 6 quizzes throughout the semester that will be based upon class notes/activities, handouts, and reading assignments.

**2. Tests:** You will be given 2 major exams throughout the semester (mid-term and a final). The information for these exams will be taken from in class notes, projects/assignment, handouts, previous quizzes, and reading assignments.

**3. Class Assignments:** You are required to complete 10 class assignments designed to re-emphasize assigned readings and in class materials/lectures - they are designed to gauge your proficiency in use of the Program(s) and other class utilities.

**4. Semester Project:** A semester project will be required of all students. The Semester Project will include: (1) Newsletter, (1) Brochure, (2) Advertisements, (1) Letterhead/Envelope, (1) Logo, and (1) Business Card.

**5. Notebook:** You are required to keep a class notebook that will contain work from assigned chapters. All *Project Builders* from each chapter of the Photoshop book must be included in this notebook. Instructor will inform you of what other items to add to the notebook.

**6. Additional Supplies:** You are responsible for printing all mid-term and semester projects in color.....

**\*\*Before all major requirement you will receive a handout that will detail point break down, and further instructions (due date, requirements, format, etc.).**

<b>GRADING:</b>	<b>POINTS POSSIBLE</b>	<b>YOUR POINTS</b>
Quizzes (6 x 20 pts each)	120	_____
Mid-Term	100	_____
Final Exam	100	_____
Class Assignments (10 x 25 pts each)	250	_____
Class Notebook	100	_____
Class Semester Project:		
Letterhead/Envl.	75	_____
Ads (2 X 75)	175	_____
Logo	50	_____
Newsletter	100	_____
Brochure	100	_____
Bus. Card	<u>50</u>	_____
<b>**Total Points Possible = 1220</b>		<b>Your Total=</b> _____

**GRADING SCALE**

- A= 90 to 100%
- B= 80 to 89%
- C= 70 to 79%
- D= 60 to 69%

**COURSE SCHEDULE OF ACTIVITIES (All assignments on due on Fridays - unless otherwise specified by instructor)**

W1	QM1-L1& L2	COURSE OVERVIEW				
W2	QM1-L3 & L4	PS: Unit A				
W3	QM1-L4	PS: Unit B	#A1: Flier		~Q1	
W4	QM2-L1 & L2	PS: Unit C	#A2: Photoshop			
W5	QM2-L3	PS: Unit D & E				
W6		PS: Unit E & F	#A3: Business Card		~Q2	
W7	QM2-L4 & L5					
W8	MID-TERM	PS: Unit G		#A4: Ad (Black and White)		
W9	QM2-L6 & L7	PS: Unit H			~Q3	
W10	QM2-L8	PS: Unit I		#A5: Newsletter		
W11		PS: Unit J& K		#A6: Photoshop	~Q4	
W12	QM3-L1	PS: Unit L & M		#A7: Greeting Card		
W13	QM3-L2	PS: Unit N				
W14	QM3-L4	PS: Unit O		#A8: Brochure	~Q5	
W15	Projects		#A9: Ad (Full Color)			
W16	Projects		#A10: Photoshop		~Q6	
W17	Finals	Finals	Finals	Finals	Finals	Finals

*\*dates/assignments/point totals are subject to change*