GCVSP – Digital Desktop Publishing

Course Name: Digital Desktop Publishing
Course ID Number: 517601CW
Subject Area: Career & Tech
Duration: Semester
Course Weighting: College Prep
Prerequisite(s): Keyboarding proficiency
Unit Value: 1
Estimated Completion Time: 18 Weeks

Summary Course Description
This course brings together graphics and text to create professional level publications. Students create, format, illustrate, design, edit/revise, and print publications. Improved productivity of digitally produced newsletters, flyers, brochures, reports, advertising materials, and other publications is emphasized. Proofreading, document composition, and communication competencies are also included. This course can count as the computer science requirement. This course is ONLY offered in select Middle Schools who have purchased the ADOBE software used as the basis of the course.

Course Outline
This outline is subject to change due to school holidays, inclement weather, school events, etc. Your teacher will keep you informed of due dates for all assignments and projects.

Orientation Module
Module 1 – Introduction to Desktop Publishing
Module 2 – Art of Typography
Module 3 – Graphics in Desktop Publishing
Module 4 – Effective Layout and Design
Module 5 – Introduction to Adobe InDesign (Chapter 1)
Module 6 – Formatting Type (Chapters 2 & 3)
Module 7 – Creating Publications with Images (Chapter 4)
Module 8 – Using Tabs and Tables (Chapter 5)
Module 9 – Using InDesign to Create Layouts (Chapter 6)
Module 10 – Simulation Projects
Final Project & Exam

Week One
Week Two
Week Three
Week Four
Week Five
Week Six
Weeks Seven – Eight
Week Nine
Weeks Ten – Twelve
Week Thirteen
Weeks Fourteen - Sixteen
Week Seventeen
Course Standards

Safety and Ethics
1. Identify major causes of work-related accidents in offices.
2. Describe the threats to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
3. Identify potential abuse and unethical uses of computers and networks.
4. Explain the consequences of illegal, social, and unethical uses of information technologies (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices).
5. Differentiate between freeware, shareware, and public domain software copyrights.
6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.
8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.

Employability Skills
1. Identify positive work practices (e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
2. Demonstrate positive interpersonal skills (e.g., communication, respect, teamwork).

Student Organizations
1. Explain how related student organizations are integral parts of career and technology education courses.
2. Explain the goals and objectives of related student organizations.
3. List opportunities available to students through participation in related student organization conferences/competitions, community service, philanthropy, and other activities.
4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

Understanding Technology
1. Define desktop publishing.
2. Demonstrate an understanding of the basic hardware components needed for desktop publishing (CPU, memory, external drives, expansion boards, and ports) and input/output devices (scanners, digital cameras, monitors, graphic tablets, tablet PCs, etc.).
3. Demonstrate an understanding of the basic software needed for desktop publishing (operating system, data/word processing, graphics software, page layout, graphics formats, etc.).
**Design Principles**
1. Demonstrate effective use of color.
2. Use color tables (e.g., hue and saturation).
3. Demonstrate effective use of type fonts.
4. Demonstrate effective use of clip art and other graphics in publications.
5. Explain the term "effective white space."

**Digital Imaging**
1. Define various types of graphic file formats.
2. Acquire digital image from sources such as scanner, digital cameras, Internet, etc.
3. List factors that affect quality imaging.
4. Edit a digital image.
5. Convert various graphic file formats.

**Creating And Designing Layout**
1. Define terms in the design process: thumbnails, rough drafts, and comprehensive layout (comp).
2. Define terms related to artwork such as line art, continuous tone, halftone, halftone screen, cropping, scaling, vector and raster graphics, and resolution.
3. Define terms related to typography: screen/printer fonts, downloadable (soft) fonts, typesetting, galleys, postscript printers, serifs, points, picas, alignment of text, drop shadows, leading, tracking, and kerning.

**Evaluation / Assessment**

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<thead>
<tr>
<th>Minor Grades</th>
<th>40%</th>
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<tbody>
<tr>
<td>Weekly Assignments</td>
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<tr>
<td>Weekly Quizzes</td>
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**Major Grades**

<table>
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<th>Projects</th>
<th>60%</th>
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<td>Tests</td>
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**Bibliography of texts, primary instructional materials, and supplemental resources:**

ADOBE InDesign CS6

**Communication and Participation Requirements:**

Communication and Participation in an online class is critical to successful completion of the course. Although students can access the course at a time that is convenient for them, they are expected to log on regularly and consistently. Students should meet all deadlines per the syllabus and/or pacing guide and notify the instructor in advance as quickly as possible when extenuating circumstances arise that prohibit the student from participating in the class or meeting an expected deadline. Students are to communicate with their instructor through the various methods available and posted in the course material.
Intellectual Honesty and Plagiarism Expectations:
Students are expected to do their OWN work at ALL times. Any acts of intellectual dishonesty, such as having someone else complete work, or plagiarizing a source will not be tolerated. On the first infraction, the student will receive a 0 on the assignment and the teacher will notify the student, parent, and home school via email, informing them that if the student plagiarizes again, he/she may be withdrawn from the course with an F. If a second act of plagiarism is committed, the teacher will first contact the GCVSP administration. Then, the teacher will notify the student that he/she may be withdrawn from the course with an F (Withdrawn Failing = WF). The teacher is responsible for communicating with the student, parent, and home school via email regarding these decisions. The GCVSP administration may review and withdraw the student from the course with an F for a violation deemed appropriate for course removal, including but not limited to, academic integrity or student conduct violations. The student may not take another course during the academic school year in which the violation occurred.