

ACED 2700
Desktop Publishing
3 SEMESTER HOURS

Dewar College of Education
Valdosta State University
Department of Adult and Career Education
Conceptual Framework: Guiding Principles (DEPOSITS)
(adapted from the Georgia Systemic Teacher Education Program Accomplished Teacher Framework)

Dispositions Principle: Productive dispositions positively affect learners, professional growth, and the learning environment.

Equity Principle: All learners deserve high expectations and support.

Process Principle: Learning is a lifelong process of development and growth.

Ownership Principle: Professionals are committed to and assume responsibility for the future of their disciplines.

Support Principle: Successful engagement in the process of learning requires collaboration among multiple partners.

Impact Principle: Effective practice yields evidence of learning.

Technology Principle: Technology facilitates teaching, learning, community-building, and resource acquisition.

Standards Principle: Evidence-based standards systematically guide professional preparation and development.

REQUIRED TEXTBOOKS

None

COURSE DESCRIPTION

Prerequisite: ACED 2400 or CS 1000, or consent of instructor. Development of desktop publishing concepts and their application to the modern office. Basic, intermediate, and advanced features of various page design programs will be used to create various business-related documents.

COLLEGE OF EDUCATION CONCEPTUAL FRAMEWORK STANDARDS (CFS)

(identify those that apply to the course)

- I. **CONTENT AND CURRICULUM:** Educators demonstrate a strong content knowledge of content area(s) that is appropriate for their certification levels.
- II. **KNOWLEDGE OF STUDENTS AND THEIR LEARNING:** Educators support the intellectual, social, physical, and personal development of all students.
- III. **LEARNING ENVIRONMENTS:** Educators create learning environments that encourage positive social interaction, active engagement in learning, and self-motivation.
- V. **PLANNING AND INSTRUCTION:** Educators design and create instructional experiences based on their knowledge of content and curriculum, students, learning environments, and assessment.

COURSE OBJECTIVES

(Numbers in parentheses following each objective refer to the College of Education Conceptual Framework Standards)

- 1. Demonstrate skills in the basic features of working with text in page layout software packages InDesign and Publisher. This would include such concepts as placing text from outside word processors and Story Editor, formatting text, and working with text blocks. (I, II, III, V)
- 2. Demonstrate skills in the basic features of working with graphics in page layout software packages InDesign and Publisher. This would include such concepts as creating graphics with the Toolbox, using clipart graphics, placing graphics, resizing and cropping graphics, and wrapping text around graphics. (I, II, III, V)
- 3. Demonstrate skills in the intermediate features of page layout software packages InDesign and Publisher, such as the use of templates, use of paragraph styles, tabs, and document enhancements. (I, II, III, V)
- 4. Apply basic graphic design principles. (I, II, III, V)
- 5. Design and create newsletters, flyers, and brochures applying all techniques. (I, II, III, V)

COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS

Complete hands-on computer exercises, projects, and tests using various desktop publishing software packages. (Course Objectives 1 – 5)

COURSE EVALUATION

The final course grade will be calculated as follows:

Classwork/Homework Assignments = 40% of course grade (Obj. 1-5)

Examinations (Two) = 40% of course grade (Obj. 1-5)

Project = 20% of course grade (Obj. 1-5)

Grading Scale: 90 - 100 = A
 80 - 89 = B
 70 - 79 = C
 60 - 69 = D
 Below 60 = F

ATTENDANCE POLICY

Absences, for whatever reason (excused or unexcused), will be handled in the following manner:

Up to 3 hours = Final course average will not be affected.
 4 hours = 2 points deducted from final course average.
 5 hours = 4 points deducted from final course average.
 6 hours = 6 points deducted from final course average.
 7 hours = 8 points deducted from final course average.
 8 hours = 10 points deducted from final course average.
 9 hours = 12 points deducted from final course average.
 10 hours = Student dropped from class roll with grade of F.

NOTE: THE CALCULATIONS ABOVE ARE FOR HOURS, NOT DAYS FOR ABSENCES. IF YOU LEAVE CLASS EARLY, THE TIME COUNTS AS ABSENTEE TIME. ALSO, THREE (3) TARDIES = 1 HOUR OF ABSENCE.

PROFESSIONALISM

DEWAR COLLEGE OF EDUCATION POLICY STATEMENT ON PLAGIARISM

Below is information directly quoted from the Academic Honesty Policies and Procedures:

Academic integrity is the responsibility of all VSU faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics.

The full text of Academic Honesty Policies and Procedures is available on the Academic Affairs website (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>).

The consequences for acts of academic dishonesty in the Dewar College of Education are:

FIRST OFFENSE:

1. The faculty member will administer an academic response (e.g. resubmit / retake assignment, failure of the assignment, failure of the course).
2. The faculty member will complete a Dewar College of Education Concern Form (<http://www.valdosta.edu/coe/studentsinfo.shtml>).
3. The faculty member will complete a Valdosta State University Report of Academic Dishonesty (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>).

Please Note: In addition to the above items, my policy will be that the student will earn a “0” on the assignment, test, project, etc. Also, the student’s final grade will be dropped by one letter grade.

SECOND OFFENSE:

1. The faculty member will administer an academic response (e.g. resubmit / retake assignment, failure of the assignment, failure of the course).
2. The faculty member will complete a Dewar College of Education Concern form (<http://www.valdosta.edu/coe/studentsinfo.shtml>). The Dewar College of Education Concern Form Policy will be followed.
3. The faculty member will complete a Valdosta State University Report of Academic Dishonesty (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>). According to the Academic Honesty Policies and Procedures document, “after a second (or subsequent) Report of Academic Dishonesty has been submitted to the Student Conduct Office in the Dean of Students Office, official charges will be drawn up and the disciplinary matter will be referred to the Valdosta State University Judicial Committee.”

Please Note: In addition to the above items, any second offense will result in the student receiving a grade of “F” for the course.

SPECIAL NEEDS STATEMENT

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title XI in Section 504 of the Rehabilitation Act of 1973. Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in Farber Hall- South. The phone numbers are 229-245-2498 (V/VP) and 229-219-1348 (TTY).

STUDENT OPINION OF INSTRUCTION

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available on BANNER. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous, and instructors will be able to view only a summary of all responses two weeks after they have submitted final grades. While instructors will not be able to view individual responses or to access any of the responses until after final grade submission, they will be able to see which students have or have not completed their SOIs, and student compliance may be considered in the determination of the final course grade. These compliance and non-compliance reports will not be available once instructors are able to access the results. Complete information about the SOIs, including how to access the survey and a timetable for this term is available at <http://www.valdosta.edu/academic/OnlineSOIPilotProject.shtml>.

PLEASE NOTE:

1. Students will need to purchase (1) jump drive.
2. It is expected that each student will complete all assignments on time. Late assignments will carry a penalty of 50 percent deduction of the total assignment points **before** grading. Work will be accepted for grading no later than one class meeting after due date.
3. There will be NO MAKEUP for missed examinations unless a student has made prior arrangements with the professor. For a missed examination, the exam grade will be zero (0).
4. Make-up work or alternative assignments will be determined by the professor and at the sole discretion of the professor. These assignments may or may not exactly duplicate the original and will not entitle other students to the same alternatives since they may not have experienced the same situations.
5. If a student misses a class, the student is responsible for all material that was covered in the class.
6. It will be necessary to attend "open lab" to complete the assignments. The hours for the computer labs are posted. Smoking, food, and drinks are NOT ALLOWED in the computer labs at any time!

INSTRUCTOR

Dr. J. D. Thomerson

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Office hours as posted on door