# ACED 7700
# Advanced Desktop Publishing
# 3 semester hours

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

**D**ispositions Principle:  Productive dispositions positively affect learners, professional growth, and the learning environment.

**E**quity Principle:  All learners deserve high expectations and support.

**P**rocess Principle:  Learning is a life-long process of development and growth.

**O**wnership Principle:  Professionals are committed to, and assume responsibility for, the future of their disciplines.

**S**upport Principle:  Successful engagement in the process of learning requires collaboration among multiple partners.

**I**mpact Principle:  Effective practice yields evidence of learning.

**T**echnology Principle:  Technology facilitates teaching, learning, community building, and resource acquisition.

**S**tandards Principle:  Evidence-based standards systematically guide professional preparation and development.

*Positively Impacting Learning Through Evidence-Based Practices*

REQUIRED TEXTBOOK

None

COURSE DESCRIPTION

This course covers advanced level theory and practice designing
documents such as brochures, newsletters, advertisements, books,
and other business-related documents.  The integration of
several desktop publishing, photo editing, and graphic design
software packages will be learned.


COLLEGE OF EDUCATION CONCEPTUAL FRAMEWORK STANDARDS(CFS)

The following College of Education Graduate Conceptual Framework
Standards will be addressed in this course:

 CFS 1. Graduates of this program are committed to students and
          their learning.
 CFS 2. Graduates know the subjects they teach and how to teach
          those subjects to students.
 CFS 3. Graduates are responsible for managing and monitoring
          student learning.
 CFS 4. Graduates think systematically about their practice and
          learn from experience.
 CFS 5. Teachers are members of learning communities.


COURSE OBJECTIVES

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

1.  Demonstrate skills in the advanced features of page layout and
    graphic design software packages InDesign, Publisher,
    Illustrator and Photoshop.

2.  Create aesthetic and effective graphic designs that employ
    formal and informal balance, typography, contrast, leading,
    visual center, dominant object, white space, and proportion.

3.  Demonstrate skill in the following desktop publishing
    operations: importing and linking graphics, utilizing styles,
    using transparency effects, working with master pages,
    scanning objects, and photo editing.

4.  Design and create sophisticated newsletters, flyers,
    brochures, and books applying all techniques.

## REQUIREMENTS

Complete hands-on computer exercises, projects, and tests using
the software packages InDesign and Publisher. (Course Objectives
1 – 3)

## 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

## PLAGIARISM AND CHEATING

The following penalties will be enforced:

FIRST OFFENSE:  The student will earn a "0" on the assignment,
test, project, etc.  IN ADDITION, the students' final course
grade will be lowered one letter grade.

SECOND OFFENSE:  The student will earn the letter grade of "F"
for the course.

## SPECIAL NEEDS STATEMENT

Students requiring classroom accommodations or modifications
because of a documented disability should discuss this need
with the professor at the beginning of the semester.  Students
not registered with the Special Services Program must contact
the Access Office for Students with Disabilities located in
Farber Hall. The phone numbers are 245-2498 (V/VP) and 219-1348
(TTY).

## 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 have access to Microsoft Publisher and Adobe InDesign or attend "open lab" to complete the assignments.  The hours for the computer labs are posted in the Education Center Computer Labs.

7. It is the instructor's opinion that "group computing" is an effective learning experience for only one member of the group--the one who does the work.  **Warning:**  Do not turn in someone else's lab work or class work as your own or allow someone else to copy your work or your disk!  **This is cheating**.

INSTRUCTOR

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*Office hours as posted on door*