



ED 503 Syllabus

Course: ED 503 Selected Topics: Desktop Publishing

Instructor: Sharon Teabo, steabo@su.edu, 107 Shingleton, 540-545-7287

Course Description: The course is a hands-on approach to desktop publishing. Students will design and compose pages, integrated text and graphics, and produce various types of publications according to industry standards. Students will explore the basic publishing process, the fundamental principles of typography, typesetting, design, and graphics to produce professional documents. Software for the class includes Adobe Acrobat, PhotoShop, PageMaker, and various Microsoft Office products. Students should have a working knowledge of the computer: Windows, Word, e-mail, etc.

Software:

- Adobe Acrobat
- Adobe Photoshop
- Adobe PageMaker

Textbook(s):

- **Required Books**
 - Alspach, Jennifer (2002). *PDF with Acrobat*. Berkeley, CA: Peachpit Press. ISBN: 0-201-74144-X
 - Alspach, Ted (2002). *PageMaker 7 for Windows & Macintosh*. Berkeley, CA: Peachpit Press. ISBN: 0-201-77584-0
 - **Great Book (not required)**
 - Pattie Belle Hastings, Bjorn Akselsen, and Sandee Cohen (2003). *Adobe Acrobat 5 Master Class: Interactivity and Multimedia for PDF*. Berkeley, CA: Peachpit Press. (Includes a CD with examples and exercises.) ISBN: 0-201-74883-5

Evaluation: Students will be evaluated on the quality of individual and collaborative projects, assignments, and contributions. Detailed point evaluation will be included with each assignment.

Attendance: Attendance is required. In order to receive credit for attending the class students must arrive on time, contribute to class topics, and stay for the duration of the class. Unexcused or multiple absences will result in grade cut(s).

Note: Late assignments will not be accepted.

Incomplete Grades: A grade of "I" is only an option under extreme circumstances and only possible if the student has completed at least half of the semester's work and has a medical excuse. Should a problem arise, contact the instructor immediately.

Blackboard: The class will use a Blackboard course site provided by SU. All assignments, announcements, and updates will be posted to the course site.

Academic Dishonesty: Academic dishonesty in any form, including plagiarism and giving or receiving unauthorized assistance in academic work, is prohibited. All students at Shenandoah University are responsible for upholding the Honor Code. The Honor Code is a system of conduct that reflects the core principles and values that the University has established regarding individual responsibility and matters involving honorable conduct. Violations of the Honor Code include the following general areas: cheating, plagiarism, falsification, tampering with records, forgery, and withholding information. It is every student's responsibility to report any violations that he or she observes to the professor or the Honor Court. Please see the Student Handbook for more specific information.

Disability: If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please notify me within the first two weeks of the semester by making an appointment with me as soon as possible. In addition, if you need classroom accommodations, please contact the Coordinator of ADA Services.

