



Peru State College
ENG 329 – DESKTOP PUBLISHING
Syllabus – Spring [2] – 2012

Instructor: Mr. PK Simmons, M.A. Communication; M.S. Education
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Course Meets: Online

Required Textbook: Cashman, S. (2010) *Microsoft Publisher 2010: Complete*
NOTE: There are three books in this series (2010 Introductory, 2010 Complete, and the 2010 Comprehensive). The book used in this course is the “Complete” version. The Introductory book only has the first four chapters and will not be sufficient for this course. The “Comprehensive” book has additional chapters and costs more money, but will work for this course with some effort (page numbers may be different). The bookstore carries the correct “Complete” version of the book. If you order from some other on-line source, make sure you are getting the correct textbook.

- **Required Software:**
 - **Microsoft Office Publisher 2010**
 - Earlier version of the software will not work with this course because the assignments and textbook are written for the 2010 version of the software
 - ▪ **Microsoft Word is also required**

Course Description & Objectives

This course provides individuals with training in the production of quality documents and publications for use in personal, academic, or business settings. Participants will combine text and graphics to create a variety of documents including reports, flyers, brochures, etc. Application projects are an integral part of this course. The focus of the course is on Publisher 2010.

Prerequisites: None

Upon completion of this course you should be able to:

1. Describe the features and guidelines for desktop publishing
2. Operate a desktop publishing program (Publisher 2010)
3. Create design templates for personalized graphic applications such as flyers, newsletters, brochures, bulletins, etc.
4. Combine text features, including font types and sizes, within graphic applications
5. Merge pictures, clip art and special fonts into a balanced and formatted publication
6. Identify features of a well-balanced text and graphic document
7. Identify methods and purposes of textual variations within a graphic application

At the beginning of the course, we will discuss how these objectives fit into the College’s and School’s mission and goals. The instructor reserves the right to modify any aspect of the course syllabus or content. Any modifications will be communicated to students in advance.

Expectations & Instructional Approach

The course is conducted online via Blackboard.

Communication with students will be via Blackboard announcements and student PSC Acorn mail e-mail accounts. Students are required to check their Acorn mail accounts regularly.

Students are required to participate in online discussion; read the textbook; take periodic quizzes; complete individual activities, projects, and independent research; and pass a final examination/project. Specific weekly requirements and instructions are listed in the "Assignments" section within Blackboard. I expect you to complete assignments on time, read the material, and participate through on-line discussion board postings. In order to foster a climate conducive to learning, please join me in treating your classmates with respect. I encourage students to ask questions, seek my help when they need it, and help their classmates understand the material.

Assessment and Grading

How to Submit Course Work

All weekly assignments are located in the "Weekly Assignments" tab of the course site.

All discussion board posts and replies should be posted to the Discussion Board.

Submit weekly individual assignments to the instructor via the "View/Complete Assignment" link located at the bottom of the page in the weekly Assignments folder. Students should complete all assignments using the specified software (Microsoft Word and Microsoft Office Publisher 2010) rather than trying to type the assignment directly into the "comments" box. The student's name must be placed on all assignments submitted through the "View/Complete Assignment" link. Instructor feedback can be viewed through the grade center section of Blackboard. By 'clicking' on an individual grade, students can see any instructor comments.

Weekly Assignments:

Students must observe all due dates in order to be successful in this course. Since the course moves at a fast-paced eight-week schedule, it is critical that students keep up with weekly readings and assignments. ***Students should keep paper/electronic copies of all course work in case there is a technical problem that requires work to be re-submitted.*** Weekly assignments, including discussion board questions, must be written thoroughly, using paragraph form and complete sentences.

Project:

The main course project is a collection of student developed Publisher 2010 documents. Details about the assignment are contained in the "Assignment" section.

Exams:

There are two tests and several quizzes in this course. Both consist of objective multiple choice questions. The tests are available in the week assigned. An announcement will appear when the tests are available to students. These tests are scored automatically by Blackboard and results appear in the grade book immediately.

following the test. These tests only show one question at a time. Contact the instructor if you have a problem with the test.

Late Assignment Policy:

Assignments received late may receive zero (0) points. It is critical that students keep up with the coursework. Contact the instructor immediately if problems arise that will cause an assignment to be late. Flexibility is allowed for personal emergencies, but only if the instructor is notified prior to the due date.

Grading Scale:

Grades are based on a total point calculation. Each assignment, project, quiz, or test has a point total associated with it. A running total is maintained in Blackboard's Grade Center. Final percentages are derived from the students earned points divided by the total available. Grades are then assigned as follows:

| | | | |
|----|-----------|----|-----------|
| A | 90 - 100% | C | 70 - 74% |
| B+ | 85 - 89% | D+ | 65 - 69% |
| B | 80 - 84% | D | 60 - 64% |
| C+ | 75 - 79% | F | below 60% |

College's Incomplete Coursework Policy:

To designate a student's work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). **Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service** during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student **must have completed substantially all** of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

College's Academic Integrity Policy:

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is

ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend students for two semesters found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

Title IX Compliance Notice

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with

regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

Students requesting reasonable accommodation and tutoring services should contact the Center for Achievement and Transition Services (CATS).

Tentative Course Schedule

| <u>Week</u> | <u>Topics</u> | <u>Reading Assignments/Activities Due</u> |
|--------------------|--------------------------------------|---|
| • Week 1: | Fundamentals | Chapter 1; Build a basic Flyer for web publication |
| • Week 2: | Flyer/Certificate | Bio Flyer, gift certificate, discussion board, quiz |
| • Week 3: | Tri-Fold Brochure | Chapter 2; Brochure, discussion board, quiz |
| • Week 4: | Newsletter | Chapter 3; Newsletter; Midterm Examination |
| • Week 5: | Business Sets | Chapter 5, Information Sets, letterhead, business card |
| • Week 6: | Tables | Chapter 6; Schedules, Calendar, Quiz, Start Final Project |
| • Week 7: | Final Project | Continue working on Final Project |
| • Week 8: | Final Project due; Final Examination | |

Modification of Course Syllabus and Course Schedule

The instructor reserves the right to modify any part of this course syllabus and course schedule. Any such modifications will be communicated to students in advance of becoming effective.