

Desktop Publishing

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DESCRIPTION:

This course starts with basic keyboarding instruction and continues through word processing until it reaches the level of desktop publishing using Adobe InDesign. It is an excellent alternative for the student who seeks editorial leadership opportunities in the area of school publications. Underclassmen who are discouraged from using a computer more because they lack the most basic keyboarding skills will find this a refreshing alternative. This course is graded with project completion, testing and assessment of original student work constituting the majority of this grade.

CONTENT:

- **KEYBOARDING: ULTRAKEY** – Efficiency and Speed, Keyboarding Drills, Lessons and Tests
- **WORD PROCESSING: WORD**– Newsletters, Brochures, Flyers, Tables, Columns, Graphics, Templates.
- **DESKTOP PUBLISHING: INDESIGN and PUBLISHER** - The desktop publishing portion will cover the broad themes of working with text, setting up documents, using templates, placing graphics and frames, making tables and handling transparent elements.

REQUIRED TEXT: Adobe InDesign CS, Thomson, 2004

EVALUATION: Student grade is based on total number of points earned for each quarter.

GRADING: In the keyboarding unit, students will be graded based on the achievement of overall typing speed with accuracy along with work ethic. The goal is that All students will be able to reach at least 30 wpm with accuracy using the 10-finger touch typing technique covered in class and the text. The student may need to continue keyboarding proficiency into the next unit.

Tests / Quizzes	approx 50 %
Projects / Assigns	approx 50 %

First MP: Ultrakey Keyboarding MS-Word – Word Processing – Basic Desktop
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Second MP: InDesign – Publishing – Chapters A, B, C
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Third MP: InDesign – Publishing – Chapters D, E, F

Fourth MP: InDesign – Publishing – Chapters G, H, I MS- Publisher – Basic Desktop
