

First Six Weeks Calendar

Time Frame	Topic
Week One	DTP Fundamentals
Week Two	DTP Fundamentals
Week Three	Design Principles
Week Four	Design Principles
Week Five	Designing Advertisements
Week Six	Designing Advertisements

5



Desktop Publishing

2003-2004 Course Information

Mrs. Lee-Anderson, Instructor

Table of Contents

- Instructor Information P1
- Course Introduction P1
- Course Outline P2
- Calendar P3
- Scope & Sequence P4
- Resources/Links P5

Instructor Information

Mrs. T. Lee Anderson, Instructor

Office/Conference Hours: Tues. 9:00 AM-10:00 AM
Thurs. 1:00 PM-2:00 PM

Lab Location: Room 103, South Wing

Office Phone: 817.922.6691

School Fax: 817.922.6869

Course Introduction

This course is designed to introduce students to the world of desktop publishing. Students work on group and individual projects to create graphically rich content for either print or the web. Students will maintain a yearlong portfolio showing the work and skills they have learned to efficiently produce professional-quality publications using Microsoft Word, Microsoft Publisher, and Adobe Pagemaker.

Course Outline

Unit	Topics	Level	DTP Products	Duration
I.	DTP Fundamentals -Lab Rules/Procedures -History -Hardware/Software/ Storage -Terminology -Ethics/Copyright -MS Word Tutorial	Novice	Calendar	2 weeks
II.	Design Principles -Proximity -Alignment -Repetition -Contrast -Layout Techniques -Use of Color -MS Publisher 2000 Tutorial	Novice	Flyer, Greeting Card, Party Invitation	2 weeks
III.	Designing Advertisements -Types of Advertisements -Typography -Pagemaker 6.5 Tutorial -Page Setup/Layout -Basic Logo Design & Graphic Manipulation Using MS Paint	Intermediate	Restaurant Business Stationery -Menu -Letterhead -Envelope -Business Card -Invoice	4 weeks
IV.	Designing Brochures -Elements of Brochures -Appropriate Formats -Setup/Layout -Print Guides -Text Manipulation -Design Principles -Panel Structure	Intermediate	Day Care Brochure, School Brochure, Landscape Company Brochure	3 weeks
V.	Designing Newsletters -Newsletter Elements -Design Considerations -Multiple Page Publication Setup -Masters -Typography Techniques -Captions & Graphics	Intermediate	School Newsletter, Organization Newsletter	3 weeks
VI.	DTP Design Application -Career Investigation -Special Projects/ Fundraisers	Intermediate- Advanced	Portfolio, Special Projects	3 weeks

Scope & Sequence

Unit	TEKS	Topics	Class Time
I.	1A	DTP Fundamentals -Lab Rules/Procedures -History -Hardware/Software/Storage	1 week
TLW demonstrate knowledge and appropriate use of hardware components, software programs, and their connections.			
I.	1E, 3A	DTP Fundamentals -Terminology -Ethics/Copyright -MS Word Tutorial	1 week
TLW demonstrate knowledge of technology terminology and concepts relating them to desktop publishing.			
II.	3C, 4A, 7E	Design Principles -Proximity -Alignment -Repetition -Contrast -Use of Color -Basic Layout Techniques	1 week
TLW apply the basic elements of page design including text, graphics, headlines, and white space.			
II.	2B, 3B, 5B, 7B, 7C	Design Principles -MS Publisher 2000 Tutorial	1 week
TLW apply the basic elements of page design including text, graphics, headlines, and white space.			
III.	2B, 3B, 10F, 10G, 10H	Designing Advertisements -Types of Advertisements -Typography -Pagemaker 6.5 Tutorial -Page Setup/Layout	2 weeks
TLW incorporate the principles of basic design including, but not limited to, balance, contrast, dominant element, use of white space, consistency, repetition, alignment, and proximity			

Resources & Links

Basic Information

This web site has a PowerPoint presentation on desktop publishing.
www.education.unisa.edu.au/elearn/PASTT/resources/dtp23pastt.ppt

This page provides essential information about desktop publishing.
<http://www.ceap.wcu.edu/houghton/EDELCompEduc/Themes/desktopPublish/desktoppublishing.html>

This site is a great site to have students look up desktop publishing (or any other technology) terms. Students can type in the term, and it will return the definition
<http://www.techweb.com/encyclopedia/home>

History of Desktop Publishing

This is a source that can be used for studying the history of desktop publishing.
<http://www.mvhs.net/~pnunns/F00tech/tech2.htm>

This is lecture that defines the term 'desktop publishing' and briefly describes the components of a desktop publishing system.
<http://www.deakin.edu.au/~agoodman/sci204/lecture5.html>

Teacher Resources: Tutorials, Lesson Plans and Rubrics

Features tutorials for beginners to advanced users categorized by skill level, software, and design types.
<http://desktoppub.miningco.com/>

This site features desktop publishing resources with articles, software and hardware reviews, tutorials, and book reviews.
<http://www.webdevelopersjournal.com/software/graplead.html>

This site has many technology tutorials that students may use when learning new software
www.internet4classrooms.com/on-line2.htm

This site has several fun and quick projects that students could do in the classroom.
<http://www.essdack.org/tips/>

Design: Principles, guidelines, tips, resources

This site shows how to make a thumbnail sketch.
http://www.sanford-artedventures.com/create/tech_thumbnails.html

For a short review on design principles, this web site could be very helpful
<http://www.graphicdesignbasics.com/article1043.htm>

Resources & Links Compiled By Billie Schrank, Tanisha Lee, Frances Liles, & Kim Smith 2003