

# SYLLABUS FOR GRPH 1454 ELECTRONIC PUBLISHING II

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## TEXTBOOK AND DISKS:

*Looking Good in Print* by Parker, Ventana Press.  
Minimum of 2 floppy disks or ZIP cartridge

## TOPICS:

Advanced Microsoft Word and QuarkXPress  
Continue building Reference Notebook from EP I  
Page Layout and Typography  
Using the software programs more efficiently  
Project management  
Introduction to Aldus FreeHand and PageMaker (optional)

## GRADING:

**50% — Projects.** Those scored 80 or less may be resubmitted once, and the two grades will be averaged. The project must be completely reworked, not just selected problems fixed, and turned in with the old project. The instructor will score the resubmitted project as if it was a new one which might include finding problems that were overlooked the first time. Re-submissions that are scored less than the original project will be rejected and the opportunity to resubmit is forfeited.

**20% — Participation and preparation.** Students are expected to have read textbook assignments, collected examples, etc. by the due dates so they may actively participate in classroom discussion and team assignments.

**10% — Pop Tests.** Unannounced tests will be given at five minutes after the official class starting time. They will be based on classroom lecture and reading assignments. There are no make-ups, students entering during the test get no extra time, and two scores will be dropped at the end of the semester.

**20% — Notebook.** (graded per standards in EP-I), may chose to expand EP-I notebook with clearly indicated new sections.

**PROJECTS/LECTURES:** *All projects are to include using styles evidenced by a style sheet print-out included with the project.*

**Lecture**—Review of Microsoft Word (including styles) and QuarkXPress.

**Tutorial**—QuarkXPress Q-4 & 5 tutorials with Extra Practice assignments. These will spread through the semester.

**Subject Chart**—Word file in three tabbed columns on disk; to be selectively copied and pasted into another Word file, sorted in the proper order, purged of incorrect formatting, reformatted, poured into QuarkXPress for two-column vertical format or three-column horizontal format.

**Ruled forms**—MacSolutions Order Form to be redesigned to full 8.5 X 11 page size while retaining same “look and feel” of original and created in QuarkXPress .

**Graphic Design Lecture/Discussion**—thorough out semester.

**Newsletter**—Lorem Ipsum file on disk; create 4-page newsletter for specific audience with masthead and page design, format file, block out for 2 or 3 photos/art in QuarkXPress

**Magazine pages**—Monthly column or feature story and art for two articles following detailed specs.

**Tutorial**—FreeHand 4.0 application, FH-1 level tutorial with Extra Practice assignment. (optional)

**Tutorial**—PageMaker 5.0 application, P-1 level tutorial with Extra Practice assignment. (optional)