

CSA 108 Desktop Publishing Seminar

Summer '08 Flex Term * Doane College – Lincoln Campus

Sunday July 27th – Saturday August 2nd (See page 2 for complete schedule)

NOTE: There will be a short REQUIRED meeting Tuesday May 27th from 5:30 – 6pm in room 103

Instructor: Robin Hadfield

E-mail: Hadfield.Robin@Gmail.com

Phone: 402-617-8476

Course Description: Do you want to make professional documents like brochures, business cards, or newsletters? Can you really afford to pay the hefty price for serious design software? If the answer is "no," I have a deal for you! You can learn how to design all of these documents and more using a program you already have available to you..... Microsoft Word! Yes, it is true. You will learn basic design techniques that used with Microsoft Word will wow your boss, co-workers, family, and friends! You will be surprised with the untapped power and abilities of Microsoft Word. Learn how to create captivating, professional documents for work or home use. You'll also learn basic design, layout, typography & color theories.

Course Objectives: Upon completion of CSA 108, students will have an understanding and the skills to be able to:

- ❑ Create stationary for both business and personal use
- ❑ Create and use envelopes & labels
- ❑ Create eye catching & professional quality flyers, newsletters, business cards, & mailers
- ❑ Use unique and creative "out of the box" thinking in order to create professional results

Attendance: This is an seminar. Class meets for 7 sessions in a row the week of July 27th – August 2nd. ***Due to the nature of this class, attendance is not optional it is expected & REQUIRED for each class session. An EXCUSED absence is one approved by the instructor before the start of the missed class, anything other than this is an unexcused absence. AN UNEXCUSED CLASS ABSENCE WILL RESULT IN FAILURE OF THE CLASS.***

Grades: Grading and point schedule will be discussed during the first session.

Prerequisite: ***All students MUST show competency in computer knowledge & use of Microsoft Word***

Required Text: "The Elements of Visual Style" By: Robert W Harris. Available at the Doane Bookstore Lincoln Campus.

Supplies Needed By First Class:

- ❑ Notebook
- ❑ Folder/Binder
- ❑ Thumbdrive / Jumpdrive (512 MB Minimum)
- ❑ Required Text

Note To Students: This class will take place in the PC Lab. ***IT IS VERY IMPORTANT THAT YOU HAVE YOUR DOANE ID LOGON AND PASSWORD AND HAVE SUCCESSFULLY TRIED TO LOG IN BEFORE THE FIRST CLASS.*** If you do not have this information, contact Shawn Soper (466-4774) in the Technology Department BEFORE THE FIRST CLASS.

Seminar Schedule:

This is an evening seminar for the Summer 2008 flex term. Please read the below schedule carefully!

On Tuesday May 27th there will be a short meeting at Doane Lincoln in room 103 from 5:30 – 6pm. This is a required meeting. If you are signed up for the course, and can't attend this meeting, please contact me via email at: Hadfield.Robin@Gmail.com BEFORE May 27th.

The seminar will run on the following schedule:

SUNDAY July 27th: 1:00pm – 7:00pm (there's a good chance we will finish up earlier than 7:00)

MONDAY July 28th THRU FRIDAY August 1st: 6:00pm – 10:30pm *(We should be completed w/ in-class work no later than 9:30pm, this leaves you time to work on homework, ask any questions you may have, go over any thing you'd like further explained and/or have one on one time with the instructor).*

SATURDAY August 2nd: 9:00am – 5:00pm

Robin Hadfield's Classroom Rules:

If you must have a cell phone with you turn it off before entering the classroom. We will take breaks on the hour and you will be able to use/check your phone at that time.

Texting, IMing, MySpace, Facebook (or any other online social networking sites), Email, Cell Phone Games, Computer/Online Games and/or Tournaments, Homework from other courses and Children are NOT ALLOWED IN THE CLASSROOM. Please be respectful of this rule or you'll be asked to leave the class.

Attendance is EXPECTED & REQUIRED. This does not only refer to your physical body filling a seat (but that's a good start). You need to be AWAKE, AWARE, & ALERT during class time. Naps and socializing are to be done on your own time.