

Computer Applications II (Business)

Elective – Semester – 11/12

Prerequisites: None

Course Description

This course is designed to give an overview of various career opportunities that exist using popular software programs. Computer Applications II will focus on desktop publication using Adobe InDesign, creating illustrations using Adobe Illustrator and photo editing using Adobe Photoshop.

Course Goal

Computers and related technology change rapidly. This course will dynamically change through time to keep pace with current technology and software. Students should complete the course with a better understanding of career opportunities in several computer related fields.

Course Objectives

The student should be able to:

- Apply their knowledge of software to accomplishing specific business and personal projects
- Understand that technology is a blessing and it is to be used to the glory of God.
- Utilize the Internet as a resource for completing projects, sending E-mail, and communication
- Develop and create desktop publications using Adobe InDesign
- Develop and create vector illustrations and logos using Adobe Illustrator
- Develop and create raster graphics using Adobe Photoshop

Course Outline

- I. InDesign
 - a. Working with text
 - b. Setting up a document
 - c. Working with frames
 - d. Working with color
 - e. Project(s)
- II. Photoshop
 - a. Working with layers
 - b. Making selections
 - c. Incorporating color techniques
 - d. Placing type in an image
 - e. Project(s)
- III. Illustrator
 - a. Creating text and gradients
 - b. Drawing and composing an illustration
 - c. Transforming and distorting objects
 - d. Working with layers
 - e. Project(s)

Instructional Strategies

- Short lectures of instructions, review, or new material usually start each day.
- Students will then be given the opportunity to use a computer individually on a daily basis to proceed with a self-paced tutorial style textbook.
- This enables the student who comprehends material at a faster rate to advance beyond the other students only slowing down where necessary.
- This also allows students having trouble to slow to a pace where comprehension occurs at their speed rather than at the speed of the entire class.
- A minimum pace for the class will be set but a maximum will not. Each student is encouraged to advance as far as possible in the time allotted.

Grading

- Tests and quizzes are taken on-line through the computer network

- Daily projects and a final project that incorporates a collective knowledge of a program to apply many of the skills learned will also be required
- You will be expected to complete work/projects in a timely manner. Due to the nature of the projects, an extension to complete a project may be given if the need warrants it.
- Final semester grades are determined by total points earned over total points possible
- Grading Scale
 - A+ 100-99
 - A 98-95
 - A- 94-93
 - B+ 92-91
 - B 90-87
 - B- 86-85
 - C+ 84-83
 - C 82-79
 - C- 78-77
 - D+ 76-75
 - D 74-72
 - D- 71-70
 - F 69-0

Student Materials

- School computer network
- The Design Collection Revealed: Adobe InDesign, Photoshop, Illustrator, Botello Reding, 2010.

Classroom Procedures

Routines – Being self-motivated is a must for successfully completing this course. Taking initiative to solve problems and creating (unique) solutions will be expected.

Tardies – Students must be in the classroom before the bell rings.

Make-up Work – Students have the same number of days to turn in work as they were absent (e.g. gone 3 days = 3 days to make-up work). Late work will have the score reduced. It is encouraged that work be done prior to known absences.