

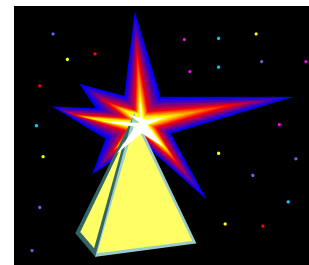
Desktop Publishing

August 2006

Carterville High School

Course Objective

Desktop Publishing is a one-semester course, which combines the skills of graphic design, layout and production to create a variety of published products. The student, using effective design elements and principles, will create and assess a wide variety of heavily formatted printed documents with integration of text and graphics, including brochures, business cards, flyers, news releases, newsletters, etc.



"Good design begins with honesty, asks tough questions, comes from collaboration and from trusting your intuition."

Freeman Thomas

Required Materials

Bring the following with you to class **EVERY DAY!**

- Pen or pencil
- 3-ring binder (1")
- Paper is provided
- Student planner
- Good attitude!

Hardware such as digital cameras and scanners will be used to provide current working models. The primary software used will be MS Publisher, MS PowerPoint, Word, Adobe PageMaker, Adobe PhotoShop, and Internet Explorer.

Grading

Grades will be determined using the grading scale in the Student Handbook. The following items will be used to calculate your grade:

Notebook Checks (2—3 per quarter)	15%
Class Participation and Behavior ** (daily)	15%
Daily Assignments & Quizzes (numerous)	15%
Projects (3—5 per quarter)	35%
Tests (1—2 per quarter) & Semester Exam.	20%
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Contacting Me

I am in my classroom by 7:30 am most mornings. The high school phone number is 618-985-2940. I am at the intermediate school beginning at 11:10 am each day. I can be reached there at 618-985-6411 after 2:45 pm. I can arrange to be at the high school at 3:15 pm if you notify me in advance. I can also be reached by email: cbanovz@cartervillelions.com.

Class Web Page

My web page on the school web site contains contact information as well as class assignments, handouts, and due dates. If you are absent or need copies of handouts, please use this resource. My web page address is www.cartervillelions.com/highsch/teachers/banovz_hs/index.htm or access the high school site at www.cartervillelions.com/high/index.html

Mrs. Banovz's Rules and Expectations

To ensure a smooth, well-functioning classroom environment, the following rules are necessary for students in Desktop Publishing.

- ◆ **Respect each other:** Show respect to everyone who enters our classroom, including self, peers, teachers, visitors, and their belongings.
- ◆ **Come to class prepared:** Bring all required materials to class each day.
- ◆ **Complete assignments correctly, accurately, and on time.**
- ◆ **Take responsibility for your work space.** Clean up after yourself.
- ◆ **Pay attention:** When class starts or I am giving instruction, you should be in your seat and attentive. Students may move around the classroom freely during working time to help others, go to the printer, throw something away, etc. This privilege may be revoked if abused.

"Success isn't a result of spontaneous combustion. You must set yourself on fire."
~Arnold H. Glasow

Tips for Success

Remember, a computer class requires *using computers in class* (that is why it is called a computer class! Therefore, if you want to succeed, you must attend class as

much as possible. Most work is done in class; I rarely give homework assignments. But, **if you are not here, you cannot get your work done on time.** There is time built into the project deadlines for absences and minor computer problems. If you should be absent for any reason or do not feel that you will be done by the due date, you must make arrangements to come in during study hall or before or after school. Be aware of this when scheduling absences from school (such as doctor or dentist appointments).

I have received both the Syllabus and Rules for Computer Users and understand the information contained within. I understand that if I violate any computer rules stated in either document or in the student handbook, I may be removed from this class and/or have my computer privileges revoked.

- ◆ **Use computers properly and ethically.**
- ◆ **Comply with computer and internet policy** as stated in the Computer Rules handout and in your student handbook.
- ◆ **Food and drinks (including water and candy) are not allowed in the computer lab.**

PARTICIPATION/BEHAVIOR SYSTEM**

These points are (1) be in your seat when class begins, (2) have materials necessary for class, (3) complete assignments and/or stay on task during class time, (4) maintain appropriate conduct and behavior, (5) pay attention and participate during class discussions and projects. One point will be deducted for each of these daily tasks that you do not fulfill.

Points will also be deducted for the following: (-2) excused absence and (-5) unexcused absence. These points can be recouped by making up the missed class time in the computer lab after school.

Here are the big tips:

- ◆ **Keep all of your handouts!** NEVER throw away instructions on how to do something. You'll need it again!
- ◆ **Keep track of all of your work.** You must have a 3-ring binder for this class, so keep all of your work as you receive it. (A 3-hole punch is available for you to punch handouts and assignments.)
- ◆ **Be patient.** Computers will sometimes do mean things, like shut down or quit working at the worst time. Take it with a grain of salt and don't let it get you down. Save work frequently to avoid major problems.

Student's Signature

Parent or Guardian's Signature

Instructor's Signature