

Information Processing/Desktop Publishing I

August 2009

Carterville High School

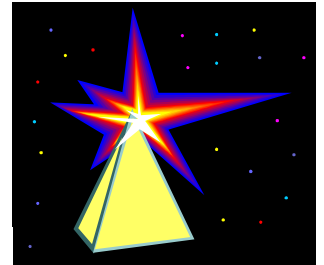
Instructor Information

High School:

Intermediate School:

7:45 am—10:56 am 618-985-2940 11:10 am—3:15 pm 618-985-6411

I can arrange to be at the high school at 3:15 pm if advance notice is given. I can also be reached by email: cbanovz@cartervillelions.com.



Required Materials

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

- Pen or pencil
- 3-ring binder (1")
- Tabbed Dividers (4 - 5)
- Paper is provided
- Student planner
- Good attitude!

Class Web Page & Wiki

Web Page: My web page on the CHS 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 can be accessed through the CHS site at www.cartervillelions.com/highsch/index.html. Handouts are saved in .pdf format and require Adobe Reader to view. The link is available on my page for this free download.

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

Freeman Thomas

Wiki: Our class wiki can be found at <http://chsdtppbworks.com/>. This is a public wiki, which means that anyone can view it. I do have it set up so that only those who log in can post comments. Students in this class will be given a user id and password so that they can log in. I will post assignments and "how to" instructions on the wiki. I will also make daily comments regarding students progress on projects and assignment changes ... **please check the wiki daily!**

Course Description

Information Processing/Desktop Publishing I is a one-semester course for which students receive .5 credits. Students will gain the basic skills necessary for employment in any business-related environment. They will learn the techniques and receive training on equipment/software used in many businesses today. Students will expand their knowledge of advanced word processing, spreadsheet, desktop publishing, and database applications. Students will use hardware and communication tools such as digital cameras, scanners, fax machines and email to provide added authenticity.

Grading

Student grades will be posted on STI. Since students projects often take several days to complete, there will not be many grades entered. If you have a question about your grade, please see me. The following items are used to calculate your grade:

Class Participation and Behavior **	15%
Assignments & Quizzes (numerous)	35%
Projects/Tests (2 - 3 per quarter)	40%
Semester Exam.	10%

Mrs. Banovz's Expectations

To ensure a smooth, well-functioning classroom environment, the following principles should be followed by students in Information Processing/Desktop Publishing I.

◆ RESPECT

Respect each other. Show respect to everyone who enters our classroom, including self, peers, teachers, visitors, and their belongings.

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 only** to go to the printer, throw something away, etc.

◆ ORGANIZATION

Come to class prepared. Bring all required materials to class each day. Keep all handouts and graded materials in their proper place.

◆ RESPONSIBILITY

Take responsibility for your work space.

Clean up after yourself.

Complete assignments correctly, accurately, and on time: Unless otherwise noted, all assignments are due at the beginning of class.

◆ APPROPRIATE USE

Use computers properly and ethically. Comply with computer and internet policy as stated in the Computer Rules handout and in your student handbook.

◆ Stay on task.

Participation/Behavior System**

Students begin each class with 4 participation points, which they earn by following the four principals above.

1. maintain appropriate conduct and behavior
2. bring required materials to class
3. pay attention and participate during class discussions and projects
4. stay on task during class time

One point will be deducted for each of these principals that you violate. Additional points may be deducted for gross misconduct.

Absences. Points will be deducted for the following: excused absence (-3 pts), unexcused absence (-4 pts). Absence points may be recovered by making up the missed class time in the computer lab before or after school.

Every day may not be good, but there's something good in every day.
~Author Unknown

Students and Parents: I have received both the Information Processing/Desktop Publishing I Syllabus and Rules for Computer Users and understand the expectations and consequences for both the class and the computer lab. 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.

_____ Student's Signature	_____ Date
_____ Parent or Guardian's Signature	_____ Date
_____ Instructor's Signature	_____ Date

Note: A copy of this signed syllabus must be kept in your binder.

Extra Credit Opportunities

There are several extra credit opportunities available for students throughout the semester.

- * **Kleenex/Hand Sanitizer**—During the first two weeks of school, students may bring in one or more boxes of Kleenex or bottles of hand sanitizer for use in our classroom. Please **do not** bring in tissues with lotion. This is a one time opportunity for 5 bonus points.
- * **Dress for Success**—Students will receive 5 bonus points each time they participate on a designated date, provided they meet the following criteria. If a student is absent or school is canceled on a designated day, the opportunity for bonus that week will be gone. The following criteria are based on professional business standards for successful dress.

Acceptable attire includes dress shoes or sandals, blouses, dress shirts, polos, sweaters, slacks, khakis, skirts of appropriate length, and business suits.

Unacceptable attire includes sneakers, flip flops, anything made of denim, T-shirts, sweatshirts, shorts, pants not worn at the waist or displaying large pockets or zippers, or any item displaying a clear and visible logo.

School policies regarding acceptable dress will be followed at all times (see student planner). The instructor will make the final decision as to whether a garment meets the criteria for successful business dress. See the Dress For Success Requirements poster.

- * **Computer Career Report**—From the current help wanted classified ads, find a computer related position and write a one-page (DS, 12-pt font, 1" margins) report on the career and the training necessary to be successful in that particular career. Be sure to include a copy of the ad and at least two resources. (10 points—maximum of 10 reports may be submitted).
- * **Guest Speaker**—Students may submit a proposal for a guest speaker, who might contribute to our class' understanding of a particular topic. The student must complete the guest speaker proposal form, which can be found on my web page. I will make the final determination of the validity of the proposal. (10 points—maximum of 2 proposals may be submitted).



Backpacks, food, and drinks (including water) are not allowed in the computer lab!!!

