Desktop Publishing

The Mission of Hermon High School is to prepare students for personal success in college, work, and community.

2018-19

Room # 216

"People with integrity do what they say they are going to do. Others have excuses."   By **Dr. Laura Schlessinger**

Instructor: Mrs. Margie Deabay

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Grading: see below

Website: www.hermonhs.org

Course Requirements:
        Offered to grades 9, 10, 11, 12

Course Description:
    Students will combine text and graphics electronically to produce professional looking documents. Using Desktop Publishing software and hardware, students will produce newsletters, fliers, letterheads, business cards, advertisements and other creative and imaginative design layouts.

Textbooks, Reading Materials, Websites, Computer Programs, etc.
        Thomson Desktop Publishing 2E; Adobe PageMaker Projects; BE Publishing, Frillio's Pizza and Concert Tour Desktop Publishing Simulations; MS Word, Publisher and Adobe PageMaker.
Rationale:
Desktop publishing skills are crucial in the technology age. Learning desktop publishing is a great way to prepare for the future. As desktop publishing becomes even more popular, organizations will need an increasing number of people who are skilled in its use. Taking this course will help students understand many of the techniques and methods needed to prepare for this challenging opportunity.

    Aims: Students will learn basic skills in desktop publishing through the use of modern, real-life activities. Engaging activities are designed to give students maximum exposure to the desktop publishing tools available in today's word processing programs.

Specific Learning Objectives/ Outcomes:

- Students analyze and evaluate strategies for addressing diverse and changing societal and global economic needs that influence personal decision- making for workplace success.
- Effective decision-making, strategies for accomplishing short-term and long-term goals related to *school-to-school* and *school-to-work* decisions.
- Students demonstrate and evaluate strategies to improve their personal traits, behaviors, and the belief that one can successfully complete tasks/goals required for success in career and school

Format / Procedures / Behavior Expectations / Conduct:
See attached.

Grading Procedures:

Our use of formative and summative assessments is designed to help each student be successful through improved instruction and a more accurate measurement of what it is a student knows or can do.

Academic Integrity
Each student in this course is expected to abide by the Hermon High School Handbook /Code of Conduct. Any work submitted by a student in this course for academic credit will be the student's own work.

Cheating: Whether a student gives or receives information during an examination or on an assignment the offense is the same. Both the student who copied work from another student and the student who gave material to be copied will both automatically receive a zero for the examination or assignment. In addition, any student referred to the office for cheating will be subject to progressive disciplinary action ranging from detention – suspension.

Plagiarism: Plagiarism is the willful act of copying someone else's work or idea and presenting said work as your own – this includes failure to cite said work. Plagiarism will not be tolerated. Students will receive a grade of zero for plagiarized work. In addition, any student referred to the office for plagiarism will be subject to progressive disciplinary action ranging from detention – suspension.

- Students have the opportunity to retake summative assessments.
- The student must submit a retake form to the teacher within five (5) school days of the date that the summative assessment score is reported to the student.
- The highest score a student can receive on a retake or late assessment is a 75.
- The score achieved on a retake will replace the current score (even if the score is lower).
- If a student is making up a test from an absence, that assessment will be graded up to 100.

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Tentative Course Schedule: (*May change to accommodate student/class needs*)

Units	Major Topic(s)	Assignments	Assessments
1	Introduction to Desktop Publishing/Getting started with MS Word, Publisher and/or Adobe	In-class work, Workbook activities.	End of chapter assignments, work skills.
2	Design a document for focus & flow, type choices	In-class work, Workbook activities.	End of chapter assignments, work skills, final publications.
3	Import Pictures, insert clip art, use drawing tools and borders	In-class work, Workbook activities.	End of chapter assignments, work skills final publications.

4	Use Columns, incorporate tables, create charts, apply styles	In-class work, Workbook activities.	End of chapter assignments, work skills final publications.
5	Desktop Publishing Portfolio	Create a resume, cover letter, business card, develop an ad, letterhead, and create a brochure.	End of chapter assignments, work skills final publications.
6	Desktop Publishing Simulation Students select Frillio's Pizza or Concert Tour.	Create publications for assigned simulation (letterhead, envelope, business cards, flyers, menus, t-shirt designs, bumper stickers, concert tickets, billboard advertisement, etc.	End of chapter assignments, work skills final publications.

Desktop Publishing

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I have read the syllabus:

_____   _____
(Print Student Name)   (Student Signature)   (Date)

_____   _____
(Print Parent Name)   (Parent Signature)   (Date)

COMMENTS: _____

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