



Desktop Publishing

Course Syllabus

Random Lake High School

General Information

Teacher(s): Mr. Wills

Prerequisites: None

Grade Level(s): 10-12

Duration: Semester

Email: swills@randomlake.k12.wi.us

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Course Description

Desktop Publishing is a business course designed to allow students to develop proficiency in using desktop publishing software to create a variety of printed and electronic publications. Students will incorporate journalistic principles in design and layout of publications including integration of text and graphics and use sophisticated software to develop and create quality materials for business related tasks. Students will incorporate the process of analyzing information and audience and choosing the appropriate visual signals to communicate the desired message effectively.

McRel Standards & Benchmarks

Uses desktop publishing software to produce a variety of publications (e.g., newsletters, brochures, instructional manuals)

- Knows the characteristics and uses of industry- and subject-specific computer software programs

Uses various resources (e.g., on-line help, tutorials, manuals) to troubleshoot problems with software

- Knows the characteristics and uses of industry- and subject-specific computer software programs

Uses appropriate storage devices for software (e.g., floppy or hard disks, magnetic tape)

- Knows the characteristics and uses of industry- and subject-specific computer software programs

Course Outline

- Creating a New Publication
- Changing the Appearance of Text
- Using Drawing Tools, Fills and Shades
- Working with Imported Text
- Working with Graphics
- Using Special Effects and Features
- Using Features for Long Documents

Wisconsin Academic Standards

- Apply computer technology concepts and knowledge of computer software. (Standard B.12.9, B.12.17, B.12.11)
- Demonstrate problem solving skills and logical thinking skills. (Standard J.12.7, J.12.8, J.12.3)
- Use advanced formatting. (B.12.2, B.12.3)
- Manipulate documents. (B.12.2, B.12.3)
- Edit Workgroups. (B.12.2, B.12.3)
- Use charts. (B.12.3, B.12.12)
- Apply borders and shading. (B.12.2, B.12.3)
- Insert graphics and special characters. (B.12.2, B.12.3)
- Create and modify a presentation. (B.12.14)
- A.12.3 Write formal and informal reports supported by appropriate graphic aids (see LAB.12.1, B.12.3, E.12.1)
- A.BS.12 Prepare and deliver a presentation for a specific business purpose
- B.12.2 Identify and use communication software
- B.12.13 Use desktop publishing software to create documents (see LA E.8.3)
- B.12.4 Import text and graphics from other software programs
- B.BS.8 Use multimedia software to design, create, and produce a variety of presentations (see LA E.8.3)
- K.12.1 Assess and analyze personal talents and interests as they relate to career decisions

Quarter Grade

Daily Work	45%
Tests, Quizzes, & Projects	45%
Responsibility*	10%

Grading Scale

Grade	Percents
A	100 – 90
B	89 – 80
C	79 - 70
D	69 - 60
F	59.9 - 0

Semester Grade

Quarter 1	40%
Quarter 2	40%
Comprehensive Final Exam	20%

Homework

Late assignments will be accepted until one week before semester exams begin. A deduction of five responsibility points will be given for every class day late.

Responsibility

Each student receives 100 responsibility points at the beginning of each quarter. A 5-point deduction will be made for each occurrence of the following:

- Arriving tardy to class
- Using restroom or drinks
- Failing to treat others with respect
- Non-authorized computer use
- Not staying on task
- Tipping chair
- Playing with plastic cups
- Not being prepared for class
- Using locker to find homework or project used in class

Plastic Cups

Cups placed on top of computer CPU's are designed to help students receive better instructional time with teacher. The colors are a means of decoding the individual need of the student.

Green No problems
Yellow Question on assignment or project
Red Computer is not functioning properly
Purple Student is listening to I Pod or MP3 Player
Orange Student needs assignment/project graded (Web Design Only)

Special Needs

Students requiring special needs need to contact the teacher to make modifications.

Academic Honesty

Academic honesty is required. Students caught cheating will result in a Zero for the first offense for all individuals involved. The Second offense will result in Zero for the Chapter/unit. Third offense will result in class removal with an F.

Cell Phones

Use of cell phones or having a visible cell phone will result in 5 responsibility points each time seen. Cell phones will be confiscated and given to the principal.

Beverage & Food Policy

Students are allowed to drink water and other approved beverages inside the classroom. Because the risk of spilling liquids onto the computers, all beverages need to be kept in the back of the classroom. Failure to do so will result in Mr. Wills taking the beverage and moving it to the back of the room, and loss of responsibility points.

Food of any kind is not allowed in room 122. Violations will result in loss of five responsibility points and food will be thrown in the garbage.

Daily Procedure & Expectations

When Students enter the classroom it is expected for the students to complete the following procedure:

1. Read board for daily activities, announcements, and new seating charts
2. Find assigned seat
3. Log into their computer, notify Mr. Wills immediately if anything is not working
4. Take out old assignments, projects, or activities from previous class(es)
5. Wait quietly until class begins

At the end of class, students are expected to complete the following procedure:

1. Save any work
2. Turn monitor (computer last class period off)
3. Clean any unwanted materials
4. Remain seated until bell rings
5. Push in chair
6. Leave classroom

Seating Charts

Students are given assigned seats created by a computer generated program. Seating charts are used to identify students, take attendance, and offer assistance for substitute teachers. Seating charts will change at least monthly to encourage students to work with other members of the class and build networking skills for the future. If there is a student concern (does not want to sit next to James) or seating requirement (needs to sit in front), please see Mr. Wills.

Attendance

Students are expected to present and actively engaged in learning for every class. Students who are unable to attend class for any reason should contact Mr. Wills to find out missing work. Absent request forms are normally completed and given back to the student on first day of return. However, it is still the student responsibility to find out missing work.

Tardy

Students arriving late to class from another class **must** have a signed note from a teacher. An unexcused tardy will result in a loss of responsibility points for each time tardy to class.

Some quizzes, assignments, and projects will not be allowed to be completed or have will not have time extended if student has an unexcused tardy.

Unexcused Absences

Only work that equals 25% or more of the quarter grade can be made up. All other activities, projects, tests, and quizzes will result in a zero for a grade.

Completing Homework for Other Classes

Students may use the class time to complete homework for other classes if the following criteria have been met:

- All assignments, projects, and activities have been completed
- Student does not have any missing work for class
- Student does not have any missing work for other business & information technology classes

Test Taking Procedures

Students are given tests frequently in class. Unless the test is assigned to be completed in groups the student needs to complete the test individually. Talking or looking at other tests is not allowed during the testing time. Violations are as follows:

1. Student can retake the test before school
2. Student will receive a Zero on test
3. Student will need to complete all tests before school

Each quarter a student may elect to retake one test. The retake must be completed within three class periods of the original test date.

Internet Testing

If the test is given using the Internet, the student will receive the score on the screen after completing the test. The student needs to be keep the score visible on the screen until the teacher has notified the student of receiving the score. If the student would like to review the test questions, the student needs to notify the teacher to print the answer guide.

Pen and Paper Testing

Upon completion of the test, the student needs to hand in the test to the teacher and any notes (if available) to the teacher.

Grade Printouts

Power School allows students access to current grades and missing assignments. If a student requests a printout of their current grade, five responsibility points will be deducted for each printout requested.