

DESKTOP PUBLISHING COURSE OUTLINE AND EXPECTATIONS

Desktop publishing is the use of a personal computer to perform publishing tasks that would otherwise require much more complicated equipment and human effort. Desktop publishing allows an individual to combine text, numerical data, photographs, charts, and other visual elements in a document that can be printed on a laser printer or typesetting machine.

Desktop publishers work as project administrators, production specialists, graphic artists, printers/typesetters, editors, and in public relations. They work with books, magazines, catalogs, directories, and various other types of printed documents.

During the course of this year course, you will have the opportunity to gain experience in creating the following products:

Brochures	Letterheads/Business Cards	Posters/Signs
Magazine Covers	Calendars	Greeting Cards
Menus	Invitations	Newsletters
Flyers	Logos	Announcements
Book Covers	Advertisements	Catalog Pages

The following software packages and equipment will be utilized over the course of this year:

Microsoft Word	Microsoft Publisher
Image Blender	Adobe InDesign
Adobe PhotoShop	Digital Camera
Internet Explorer	Scanner

Grades will be assessed on daily work, participation in class, maintenance of class notebook, daily/major projects and quizzes/tests. Grading will be figured on the following scale:

Tests/Quizzes—75%

Daily—25%

You will need a separate notebook for this Desktop Publishing class that consists of the following divider tabs. Creation and maintenance of this notebook will result in a Quiz grade at the end of the year. Save all info for the whole year – DO NOT TAKE INFO OUT AT THE END OF THE FIRST SEMESTER!!!!!!!!!!

1. General Information:
Drills, Syllabus
2. Language/Proofreading
3. Design and Color
4. Copyright
5. Photo Imaging:
Internet Images, Digital Camera,
Scanning, File Formats
6. Image Blender
7. Microsoft Publisher
8. Adobe PhotoShop
9. Adobe InDesign
10. Projects/Review Notes

Student Expectations

The student handbook defines Student Status as “a cooperative attitude and positive degree of effort that a student must exhibit in order for learning to occur at the individual and group level.” For this class the expectations are the same as listed in the student handbook.

1. Be on time to class.
2. Be prepared for class with materials and completed assignments.
3. Be prepared to remain in class (emergency exceptions only).
4. Work in cooperation with the teacher and other students.
5. Stay on task- turn all work in on time.

Business Department Policies

1. If you have been absent, check with your teacher after class on the day you return to school for any assignment missed. You will be allowed **1 week to make up work**.

2. Tutorials -you may come in **before school- at 8:30am- Monday through Thursday**. Any other time is by special appointment only – schedule lab time with your teacher in advance.

3. You are expected to bring your pens/pencils to class every day. You will leave your notebook in the classroom. Always be prepared and ready to work.

4. Cheating or copying the work of others is not acceptable. A grade of zero will be given to ALL parties involved. Class work must be saved to the student’s drive in the proper folder ONLY, or the student will not receive credit for the assignment. For work saved elsewhere, a grade of zero will be given. You are not to insert any disk, etc. without the teacher’s permission. Do not send or receive any type of email. Only your business or tech teacher can approve games to be played on the computer. You are not allowed to download ANYTHING at ANYTIME.

You will know well in advance when a project is due. If you think that you may be absent on the due date, it is your responsibility to **hand it in early**. You are expected to practice good time management skills, as you would be expected to do in the business world. Study for tests the first time – there are no make up exams.

Parents, if you need to contact me, please feel free to send me an e-mail or call:

Plano Senior High School: jreiken@pisd.edu
469-752-9366

(Please leave voicemail with best time/number to return your call.)

I look forward to working with you and your child this year. I expect this to be an interesting and fun-filled year. Please sign the form on the next page indicating your understanding of our expectations and policies and return the signature form to your teacher. Place the Course Outline copy in your notebook for reference.

Supplies:

- 1 inch binder with dividers- labeled as instructed above.
- Pencil, blue or black pen, and a highlighter
- 1 magazine

I understand and have read the expectations, policies, and syllabus for Desktop Publishing.

Print Student's Name	Student Signature	Date
Print Mom's/Guardian's Name	Mom's/Guardian Signature	Date
Print Dad's/Guardian's Name	Dad's/Guardian Signature	Date

Mom's Email address _____ **Mom's Work phone** _____

Mom's Home phone _____ **Mom's Cell phone** _____

Dad's Email address _____ **Dad's Work phone** _____

Dad's Home phone _____ **Dad's Cell phone** _____