DESKTOP PUBLISHING
Course Syllabus
Mrs. Gulick

Course Overview

Desktop Publishing is the process of using a personal computer and software programs to merge text and graphics into printed material. Companies typically use desktop publishing to create several different types of documents which integrate both text and graphics.

The objective of this class is to learn how to create high-quality documents that utilize illustrations, borders, multiple columns, and different type styles and sizes.

Some of the items you will create in this class include:

- A Company Logo
- Company Letterhead & Stationary
- Newsletters
- Brochures
- Business Forms
- Advertisements
- Itineraries
- Flyers
- Calendars
- Reports
- Menus

Because Adobe InDesign and Illustrator are not common software programs that most people have installed on their home PC, time is of the essence in completing class projects.   All class projects need to be completed within two days of when they were started. Don't quit early! Any student caught using the Internet before an assignment is completed will forfeit their grade for that assignment.

Grading

Grades will be determined by the following:

Class Activities – 50%
Quizzes/Tests – 30%
Participation – 20%

Participation Points

Each student will receive 25 points per marking period. Points will be deducted from Participation grade for going to locker for forgotten work, and for tardies.   Students need to fill out a pass

Rules for Computer Users

- ✓ Proofread all documents from the screen before printing in order to conserve paper. <u>One printout per assignment</u>.

- ✓ Name and hour <u>must be typed</u> on all assignments to be handed in. (Minus one point for handwritten.)

- ✓ No food or beverages in the classroom. (Water is ok.)

- ✓ Do not visit inappropriate Internet web sites such as YouTube, Facebook, Twitter, personal email accounts and certain games. A detention will be issued anytime you are caught on any of the aforementioned websites.

- ✓ Do not print from the Internet without permission.

Student Expectations

1. Be in class, on time, and ready to go to work when class begins.

2. Regular attendance is required if you plan on doing well in this class.

3. Do not ask me for your grade; but rather, check your grades online frequently. No grade changes will take place beyond one week of any assignment date.

4. All class work should be completed in a timely manner—usually the same day it is assigned. Otherwise, it is due within two days.

5. If absent, you will be expected to turn in any homework the next class day. Notes need to be collected from a classmate. All tests and quizzes need to be made up within the next two school days, either before or after school. See me to make arrangements. This is YOUR responsibility!

6. Students will be issued two 'Late Pass' coupons which may be used to submit work after a deadline. Late Pass coupons must be turned in with the assignment the next day.

7. Complete all Desktop Publishing assignments first. Then you may work on other school work.

8. Please use the restroom and get a drink BEFORE you come to class.

9. Work habits are measured for the full class period. Use the last 2 minutes of class time to clean up after yourself.

10. Phones and musical devices should not be visible during the class period.

11. Remain in your seat until the bell rings. Log off your computer and push your chair in when you leave.

Mrs. Gulick has gone over her classroom rules with me, and I am fully aware of my responsibilities while in Desktop Publishing and the consequences should I violate any of these rules.

_____/_____   _____/_____

Student Signature   (Printed Name)   Date   Hour