**Desktop Publishing**

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**Ms. Noble**

**Room: 110**

**Phone: (816)632-2129**

**Email: mnoble@cameronschools.org**

**Plan Period: 7th Period**

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**Course Description:**

Desktop Publishing will provide students with the basic fundamentals of Microsoft Publisher 2010. This course brings together graphics and text to create professional level publications. Students create, format, illustrate, design, edit/revise, and print publications. Improved productivity of digitally produced newsletters, flyers, brochures, reports, advertising materials, and other publications is emphasized. Proofreading, document composition, and communication competencies are also included.

This course is also designed to teach the student computer concepts as related to processing data into useful information needed in business situations by using database, spreadsheet, word processing, and presentation software. This course uses real-world applications and scenarios to challenge students to apply the concepts from Microsoft Publisher to relevant workplace situations.

**Textbooks:**

Microsoft Publisher 2010. Elizabeth Reding. Cengage Learning Course Technology. 2012.

**Course Objectives:** During this course, students will…

* Apply introductory principles of desktop publishing.
* Plan, design, and create publications.
* Work with texts and graphic objects.
* Enhance publications.
* Critique, strengthen, and improve designs.
* Work with multiple pages and add advanced features to designs.

**Evaluation:**

Daily classroom assignments, quizzes, projects, and written tests with various points can be expected. This class uses a hands-on approach to learning; therefore several projects can be expected. During these large projects, you will receive participation points each day. Make sure you use your time wisely! This is a self-paced work environment and your success is up to you!

Your grade will be composed of

Participation/ Notebooks

Projects/ Labs/ Assignments

Unit Tests

The final grade will be composed of

1st quarter grade

2nd quarter grade

Final Exam / Project

**Grading Scale:**

All work (daily, homework, tests, quizzes, and projects) will be assigned points. Grades are based on total points earned out of the total points possible. For example: if you earn a total of 834 points and the total points possible are 1,000 – your grade will be 83.4% or a B. The district grading scale will be used to determine final grades (see Student Planner). You can receive a current grade at any time. It is up to YOU to ask!

**Miscellaneous:**

* I will be available before and after school or during my plan period to provide extra help. YOU must contact me if you want to use the room. I will NOT automatically be in my room during this time.
* Books must remain in the classroom and YOU are fully responsible for the condition of your book.

**Materials Needed:**

* **BINDERS: All students are required to have a 3-ring binder with notebook paper inside.**
* Always come prepared with pen/pencil, binder and notebook paper!

**Make-Up & Late Work:**

* If you know you will be gone on a day when an assignment is due, make arrangements with the teacher to get it turned in BEFORE the deadline.
* When absent, it is YOUR responsibility to request missed assignments and handouts. You will be given as many days to make up the work as you were absent.
* DEADLINES ARE IMPORTANT! Due dates are clearly stated and advance notice is given to meet deadlines. If you miss a deadline, you may turn in assignments for reduced points. Any assignment not turned in will result in a zero.
* Cheating is not allowed and will result in a zero and detention for all parties involved.

**Classroom Rules:**

* R-E-S-P-E-C-T! Respect for yourself, your fellow students, the teacher, AND the classroom furniture and equipment is imperative in this class.
* You must be **inside** the classroom when the bell rings or you will be considered tardy.
* At the beginning of class, be in your seat and working on the bell ringer activity posted on the board. At the end of the hour, please remain in your seat until dismissed – no gathering at the door.
* Absolutely, NO FOOD OR DRINK allowed around the computers.
* We RECYCLE, so please place in the box provided.

**Consequences:**

1. Verbal Warning
2. Student / Teacher Conference
3. Contact will be made with parents
4. Office Referral