

## Desktop Publishing & School News:

## Springville High School

School News Website: [shs.nebo.edu/news](http://shs.nebo.edu/news)  
Online Newspaper: *Daily Herald, Red Devil Digest*  
<http://www.heraldextra.com/schools/red-devil/>



### DISCLOSURE DOCUMENT

Class website: [www.shsbusiness.com](http://www.shsbusiness.com)

*“Dedicated to Excellence, United in Service, Educated for Success.”*

Instructor Name: Mrs. Carey S. White  
E-mail: [carey.white@nebo.edu](mailto:carey.white@nebo.edu)

Room: I-217 Phone: (801) 489-2870

**\*Students may choose computer credit or 4<sup>th</sup> year English credit upon the successful completion of this course. This course may be taken for one semester or one year.**

#### COURSE DESCRIPTION

This one-semester course provides skill development in the electronic procedures of producing and editing publications. Students will create, format, illustrate, design, edit/revise, and print publications. Improved productivity of electronically produced newsletters, flyers, brochures, reports, advertising materials, and other publications are emphasized. Proofreading (including using correct spelling and grammar), document composition, and communication competencies are also included.

In addition, students will be staff writers for the Springville Herald and Springville High's newspaper. Students will be required to write, photograph, edit, and submit one article each week for the local and online newspapers.

#### COURSE PREREQUISITES

Basic keyboarding skills and writing skills.

#### COURSE SOFTWARE

Adobe InDesign, Adobe Photoshop, Microsoft Publisher

#### REQUIRED STUDENT SUPPLIES

USB Thumb/Jump Drive (any size)



Photoshop CC

#### COURSE OBJECTIVES & LEARNING OUTCOMES

**Upon successful completion, students should be able to:**

1. Create a letterhead for personal, business, school, or organization containing a logo.
2. Create a single sheet flyer.
3. Create a business card with a logo.
4. Create a form using tables.
5. Create a two-page, multi-column newsletter.
6. Create a multi-fold brochure.
7. Write one publishable article per week for the Springville Herald, *Red Devil Digest*.
8. Participate in the quarterly class publication of the school newspaper, *Red and Blue Review*.
9. All students will be required to take the Utah State Desktop Publishing I Exam given at the end of the semester. Students receiving a score of 80% or higher will pass the state exam and will receive a competency certificate. The state exam score will be part of the student's final grade in Desktop Publishing I.

**Upon successful completion, students should have the following attitude(s)/trait(s):**

1. Awareness of common desktop publishing terminology.
2. Respect for ethics with the use of software and in business situations.

3. Commitment to accurate and attractive document publishing.

### COURSE STANDARDS & OBJECTIVES

#### STANDARD 01

Using current professional software students will create, correct, and store a publication.

#### STANDARD 02

Students will apply basic desktop publishing design principles.

#### STANDARD 03

Students will understand relevant desktop publishing layout principles.

#### STANDARD 04

Students will demonstrate and understand basic typography.

#### STANDARD 05

Students will know how to import clipart that relates to the message of the publication.

#### STANDARD 06

Students will follow guidelines using color in publications.

#### STANDARD 07

Students will create original business publications utilizing desktop publishing design and layout principles.

### GRADES

Your grade will be based upon to following:

Grade scale and breakdown:

- 40%--Bell Ringers, Quizzes, Assignments
- 50%--Weekly News Article
- 10%--Attendance

A = 94%	C = 74-76%
A- = 90-93%	C- = 70-73%
B+ = 87-89%	D+ = 67-69%
B = 84-86%	D = 64-66%
B- = 80-83%	D- = 60-63%
C+ = 77-79%	F = 0-59%

**INSUBORDINATION WILL NOT TOLERATED.** STUDENTS WILL BE ASKED TO FOLLOW SCHOOL AND CLASSROOM RULES. STUDENTS WHO REFUSE TO FOLLOW THE RULES WILL BE IMMEDIATELY REFERRED TO THE ADMINISTRATION AND REMOVED FROM SCHOOL FOR THE REMAINDER OF THE DAY.

### EXPECTATIONS

STUDENTS ARE EXPECTED TO FOLLOW THE COMPUTER USE AGREEMENT FULLY. VIOLATIONS WILL RESULT IN STUDENT WARNINGS, PARENT INVOLVEMENT, AND/OR ADMINISTRATOR ACTION.



**Excused Absences**

**Bell Quiz:** Bell work quizzes (or assignments) **may not be** made up. Students are awarded 20 extra points at the beginning of the term to offset 2 missed bell work quizzes (or bell work assignments).

**Teacher Demos:** Screen Capture Videos or Step by Step Instructions of Teacher Demos will be posted on the class website. Students may complete Teacher Demos for ½ credit when a demo is missed. Students may submit a 1 page report on the topic missed to receive full credit.

**Labs & Projects:** Lab Instructions will be posted on the class website. Students may complete Labs for ½ credit when a lab is missed. Students may submit a 1 page report on the topic missed to receive full credit.

**Projects & Tests:** Projects or Tests may be completed during lunch or after school when a project or a test is missed. **Make-Up Projects or Tests may differ from projects or tests assigned during the normal classroom period.**

**Late Work Cut-Off**

Due to successive units building on skills developed in previous units, all late work must be completed by Friday of the week following an absence.

**Non-Participation During Class**

A student who chooses to not participate or is off-task (playing games or using cell phone) will receive **1 point** for the day.

We, the undersigned, have read and understand the terms of this **Desktop Publishing/Newspaper** course disclosure document.

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STUDENT NAME (PRINT PLEASE) \_\_\_\_\_

CLASS PERIOD \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

Notes to Mrs. White from Parent concerning your student:



