



Eleanor Roosevelt High School

School Year 2010-11

## Class Rules

# Dr. Mason's Syllabus for Desktop Publishing

## About the Desktop Publishing Class:

This year-long course is designed for students who have successfully completed a Keyboarding and/or Computer Software Applications course and wish to learn how to create real-life documents and projects.

Students will have an opportunity to gain the basic skills necessary for employment in a technology-based workplace, an office or business-related environment. Students will receive training on hardware/software used in many businesses today, with special emphasis on Microsoft Office, one of the most commonly used computer software programs in business and industry today. Students will learn to use the computer for word processing, PowerPoint presentations, desktop publishing, and other applications. Students will also learn to use Adobe Photoshop.

Using real-world applications and scenarios, this course will challenge students to combine the tools of

Microsoft Office to create relevant workplace solutions. This course uses real-world projects in order to enable students to integrate the knowledge they have learned and apply it in meaningful applications just as employees in industry are required to do.

Upon completion of this course, college-bound students will be well-prepared for writing college papers and preparing presentations. Students entering the workforce will have excellent, marketable job skills. Students will have the skills to work as clerical assistants, desktop publishers, data entry clerks, word publishers, and publication specialists.

Strong emphasis will be placed on correct grammar and word use in original documents. Current technological and workplace trends in the business area will also be stressed.

### THINGS YOU'LL NEED FOR THIS CLASS

- ◆ Notebook
- ◆ Notebook paper
- ◆ Flash Drive
- ◆ Pens
- ◆ Pencils
- ◆ Ruler



"Thank you for calling. Please leave a message. In case I forget to check my messages, please send your message as an audio file to my email, then send me a fax to remind me to check my email and then call back to remind me to check my fax."

- Come to class on time. Be in your seat when the bell rings. Good employees are rarely late for work and are usually early!
- Attend class unless completely unavoidable. If you are ill and could make others sick, you have reason to miss school. Not feeling 100 percent is not an excuse. Most jobs only allow a certain number of sick days per year.
- Do not use the internet or electronic mail without permission. Specific projects will require it, but unless instructed, stay out. Be sure to follow Eleanor Roosevelt's Acceptable Use Policy at all times. You do not get to surf the net during free time at work! Employees must also follow their company's computer/Internet use policies.
- Take good care of computer/technology equipment.
- Follow all regular classroom rules posted in classroom.

## Course Objectives

Upon completion of this course, learners will be able to:

*This course will prepare you for a variety of technology-related occupations.*

### Prepare for Employment

- Research career opportunities in a technology-based office environment
- Analyze various business careers by looking at salary benefits, job requirements, educational requirements, employment outlook etc.
- Research a potential employer
- Prepare a resume
- Prepare a work-sample portfolio

### Communicate Effectively

- Use correct grammar, spelling and punctuation
- Apply proofreading and editing skills
- Create and design a one-page flyer and three-panel brochure
- Create and design a doorknob hanger and bumper sticker
- Create and design a restaurant menu and an admission ticket
- Create and design a calendar

- Create and design a magazine cover and a CD jewel case
- Create and design a cereal box and a candy bar wrapper.

### Use the Internet as a Business Tool

- Use search engines to find information
- Analyze and summarize information without plagiarism
- Demonstrate appropriate Internet use for business (includes copyright, netiquette, privacy issues, ethics)

**This class is like a job. You will be treated and evaluated like employees. Therefore, commitment to quality work is essential for success in Desktop Publishing.**

**Eleanor Roosevelt  
High School**

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**Dr. D. Mason  
Business Teacher  
ERHS Webmaster**



**FOOD FOR THOUGHT...**

Within our reach lies every path we ever dream  
of taking.  
Within our power lies every step we ever dream  
of making.  
Within our range lies every joy we ever dream  
of seeing.  
Within ourselves lies everything we ever dream  
of being.

### Grading Policy

To achieve success in **Desktop Publishing**, students must attend class daily, take their assigned seats prior to the late bell and stay on task throughout the class period. A student's final grade will be based on the following weighted factors:

Class Work	60%
Homework	10%
Assessment	30%
Total	100%

Letter grade equivalents for all classes are as follows:

- A = 90 – 100%
- B = 80 – 89 %
- C = 70 – 79%
- D = 60 – 69%
- E = 0 – 59%

**Desktop Publishing  
Room 116**

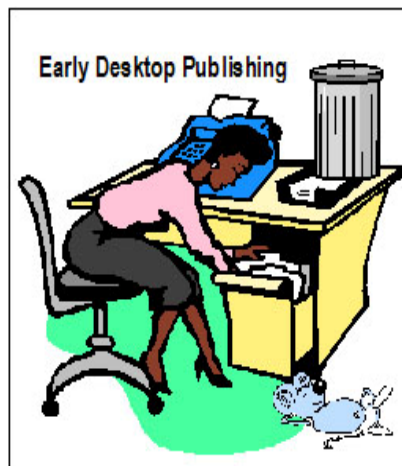
## Course Objectives Continued

Upon completion of this course, learners will be able to:

**Apply Advanced Technology Skills to Design  
Work-Place Documents**

- Select, evaluate, and use appropriate technology for research and data collection

- Apply advanced word processing functions (e.g., templates, tables) to write, format, and print various types of workplace documents
- Apply presentation software to formulate and produce solutions to a variety of business problems
- Apply procedures for importing graphics, sound, video, and text into documents to produce multimedia and presentation products
- Use desktop publishing software to create and publish business-related documents (e.g., business brochures, newsletters, business cards, flyers etc.)
- Complete business-related projects that integrate word processing, presentation, graphics and multimedia software



Welcome to our ERHS  
Parent-Teacher Conference



Your daughter carved her initials in the school's  
wooden computer table and argued that she  
was merely doing desktop publishing.