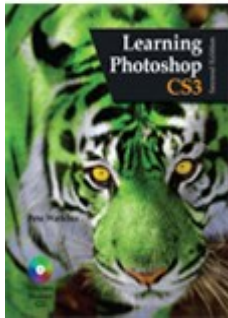


# DESKTOP PUBLISHING



**MRS. JO ANN KEITH**

## SYLLABUS



Computer Software  
—InDesign  
—Photoshop CS3  
—Word 2010  
—Check Pro

The student will apply keying, formatting, typography, and layout and design skill in developing electronic publishing documents. The student will develop skills in electronic publishing design, layout, composition, and photo journalism. Content provides the opportunity to acquire marketable skills and to prepare for gainful employment and or entry into postsecondary education in the graphic communications industry. Laboratory facilities and experiences simulate those found in the graphic communications industry.

**Recommended Prerequisites:** Computer Applications

**Recommended Credit:** 1 Credit

**Grade Level:** 10, 11, 12



Headphones NOT provided. Bring your own headphones or ear buds.

**Class Fee:**  
**\$15.00**  
**This fee will cover all supplies needed.**

### CLASS RULES

1. CELL PHONES, IPODS or other electronic devices must be turned off and out of sight.
2. Stay in your assigned seats. Everyone must be seated in order to leave when the bell rings.
3. Bring all materials to class. Always bring pen, paper, and notebook.
4. No Flash Drive Allowed without permission
5. Cheating of any kind will result in ISS, a phone call to parents, and zeros for all assignments which were shared.
6. Use of the Internet is not allowed unless, you are completely finished with your assignments and have a grade of C or better.
7. You have two restroom passes per nine weeks. Use them wisely.
8. **Drinks must be have tops, NO FOOD.**
9. Read all directions and follow them carefully. Assignment always on the board. Then ask questions!

### Special points of interest:

- **Bring Notebook to class.**
- **Be on time.**
- **Keep work area clean.**
- **Return books to cabinet.**
- **Internet use only when assignment is finished.**
- **Music only when working on independent assignments.**

**Contact Numbers:**  
615-325-5328 Bus. Dept.

### GRADING SCALE

DAILY ASSIGNMENTS	55
HOMEWORK	5
VOCABULARY QUIZZES	10
TESTS	20
TIMED WRITINGS	10
FINAL EXAM	20

**Signature Form/Homework Grade**

**PARENTS:**

Please read the syllabus on the opposite side. Please sign below both you and your child for their first homework grade. This form will be kept in you child’s file. The syllabus and all other pertinent documents will be place on a site called LiveBinder. This can be accessed from my website on [phs.sumnerschools.org](http://phs.sumnerschools.org), Teacher Pages, Mrs. Keith.

LiveBinder is a new tool that I am implementing this year. It will be up and running by the end of the week so please check it out.

You can also access my classroom calendar that will have daily assignments and other handouts that your child may need throughout the year. If you do not have access to a computer, I will be happy to print all documents that are viewed on the website for the student.

Communication is vital for the success of all students. If you or your child has any questions or concerns, please do not hesitate to call or email me.

[joann.keith@sumnerschools.org](mailto:joann.keith@sumnerschools.org)

615-325-9201 or 615-325-5328

Thanks and I look forward to an exciting new year.

Mrs. Jo Ann Keith

I have read and understand the syllabus, the rules, the Internet/Music Policy and all other rules for Desktop Publishing. I am aware of the State Competencies for Desktop Publishing and am aware I can access those on LiveBinder.

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date this form was returned: \_\_\_\_\_ (Please do not fill out, Mrs. Keith will write the date this form is turned in to her.)