

# DESKTOP PUBLISHING

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Academic Year 2011-2012

**Instructor:** Dave Behling

**Classroom:** I-102

**website:** www.behtek.com

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## Course Description:

Desktop publishing (DTP) is the creation of documents using page layout software on a personal computer. This term has been used for publishing at all levels, from small-circulation documents to books, magazines, and newspapers. However the term implies a more professional-looking end result, with a more complex layout, than word processing. This course takes advantage of that revolution, as you learn to conceive, plan, write, illustrate, lay out, reproduce, and distribute a publication, first for the print medium and later "repurposed" for the internet. Using Adobe InDesign as your primary tool, students will create and produce high quality documents.

## Goals:

This class will give you the tools to create some interesting work, but the work won't be interesting without the full participation of your creative and critical thinking skills -- not to mention the ability to draw upon your personal experiences and your knowledge of the world around you.

- **Aesthetic Appreciation:** How do we evaluate our own work and how can we learn from other works of art?
- **Problem Solving / Critical Thinking:** How will we solve the problems I guarantee you we'll have working together, working with the software, and making something work? How can we be critical of what we do and still be creative?
- **Communication Skills:** Does our work truly say what we think it says? Can we communicate clearly with one another as we work toward a common goal?
- **Creativity:** Are we in touch with our own creativity? Are we merely repeating something we've seen before, or are we exploring new territory?
- **Professional Skills:** Does our final newsletter and web site present us in a professional and innig manner? Can we apply for a job as a desktop publisher?
- **Technological Skills:** Can we create a professional, finished project? Do we have a sense of what else we need to learn?

## Make-Up Work

There are no make-up privileges for work missed during an unexcused absence. (See the Student Handbook for a definition of "unexcused absence".) Work may be made up on student's own time (before school, at lunch, during study hall) within one (1) week of the assignment due date without penalty, if the absence was excused. **It is the responsibility of student to obtain any missed work.** Thereafter, the instructor will accept no make-up work, unless previous arrangements have been made.

## Student Conduct in the Classroom

Students are expected to respect others and the classroom. Additionally, students are subject to school rules, policies and behavior expectations in the classroom as outlined in the Student Handbook provided to all students at the beginning of the school year.

## **Cheating Policy**

Students are expected to uphold the school's standard of conduct relating to academic honesty.

Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work; examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

- Represent the work of others as their own.
- Use or obtain unauthorized assistance in any academic work.
- Give unauthorized assistance to other students.
- Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
- Misrepresent the content of submitted work.

***Penalty for cheating is applied per the Student Handbook and the "Discipline Matrix".***

## **Evaluation/Grading:**

Projects .....65%                      Quizzes .....25%                      Final ..... 10%

**A** 90—100%    **B** 80—89%    **C** 70—79%    **D** 60—69%    **F** 59% and below

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Period: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

**I have read and understand the syllabus for Desktop Publishing (*available online at [www.behtek.com](http://www.behtek.com)*).**

1. NO FOOD OR DRINK IS ALLOWED IN THE LAB (THIS INCLUDES WATER).
2. Schedule/assignments are posted online at [www.behtek.com](http://www.behtek.com)
3. Bring a pencil or pen to class every class.
4. Have a web-based e-mail to submit work to be graded.
5. Cellular phone usage is not allowed during instructional minutes, if a parent needs to reach a student, even in the case of an emergency, they should call the school at 925/625-5900, state that it is an emergency and ask to be connected to the I-102 classroom.
6. iPods, MP3 players, personal music devices usage is not allowed in the classroom, device will be confiscated and turned into building office for student/parent to pickup according to student handbook.
7. Sufficient time is given in class for students to complete the assigned tasks; homework may/will be required if a student falls behind on the assigned work or if class time is missed due to absence. Certain assignments must be completed during class time for credit.
8. There are no make-up privileges for work missed during an unexcused absence. (See the Student Handbook for a definition of "unexcused absence".) Work may be made up on student's own time (before school, at lunch, during study hall) within one (1) week of the assignment due date without penalty, if the absence was excused. It is the responsibility of student to obtain any missed work. Thereafter, the instructor will accept no make-up work, unless previous arrangements have been made.
9. There will be no (or very limited) extra credit available. Students need to do the work when it is assigned to the best of their ability. If extra credit is offered it will not replace assigned work, but will usually be in the form of due dates moved up.

**The best way to contact the instructor is by e-mail ([behlingd@luhsd.net](mailto:behlingd@luhsd.net)).**

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

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

Please Print Name: \_\_\_\_\_

Parent e-mail address (optional): \_\_\_\_\_

(a complete copy of the syllabus and this agreement are posted at: [www.behtek.com](http://www.behtek.com) )