

# Graphic Design

2019-20

## GENERAL INFORMATION:

<b>Hour:</b>	3rd Hour	<b>Room:</b>	109
<b>Instructor:</b>	Shannon Kats	<b>Prerequisite:</b>	Computer Apps.
<b>Required Texts:</b>	<u>Learning Computer Applications Projects and Exercises</u> . Bucki, Lisa. 3rd Edition, 2005. Pearson Education, Inc. Upper Saddle River, New Jersey.		
	Various internet resources		

## COURSE DESCRIPTION:

Throughout the course, students will explore digital citizenship. They will use the Microsoft Excel program to extend their knowledge of database applications. Students will use the digital camera, download pictures to the computer, and learn how to create a slideshow in the iMovie program. Additionally, students will learn desktop publishing techniques and will work with the Adobe InDesign program. They will also learn how to manipulate photos in Adobe PhotoShop.

## COURSE OBJECTIVES:

1. To design a database to store and selectively retrieve information.
2. To integrate word processing, spreadsheet, and database applications.
3. To use the proper language and vocabulary associated with computers.
4. To complete searches on the Internet using various methods.
5. To evaluate ethical behavior in the computer industry.
6. To utilize a flatbed scanner and digital cameras to transfer images to the computer.
7. To explain design elements used in publications.
8. To use the menus and tools of InDesign.
9. To produce various professional-looking documents with InDesign.
10. To explain the differences in file maintenance between the Mac and PC.
11. To learn the basics of iMovie to create a video.
12. To edit photos in PhotoShop to create quality prints.
13. To add special effects to photos in PhotoShop.

## METHOD OF INSTRUCTION:

This course will be taught through a variety of methods including lecture, class discussions, demonstration, hands-on guided practice, cooperative learning, and independent practice.

## METHOD OF EVALUATION:

Students' grades will be determined by total points at the end of each grading period. Final grades will include point values from daily assignments, homework, quizzes, and both objective and application exams.

Most daily assignments will be due at the beginning of the hour the next day unless otherwise specified by the teacher. Any assignment that is turned in late will be worth only 1/2 credit. An incomplete assignment that is handed in will be graded as if it were complete. Late assignments will be accepted for one week after the date it was assigned. After this time, any assignment that is not handed in will be recorded as a zero in the gradebook.

**If a student is absent from school, the student has two days to make up any assignments or tests that were missed.** Any assignment or test that is not made up during these two days will be counted as a 0 in the gradebook, unless the teacher determines otherwise.

Students who complete assignments early and have time left in class may work on make-up work or other homework as long as they keep busy and are not disruptive. Those students who do not have other things to work on will be assigned work to do which may include typing, creating documents, or internet searches. Students will receive credit for the work they do, so should do their best to complete them correctly.

Students who wish to earn possible extra credit points must have all of their regular classwork turned in by the due date.

The grading scale is as follows:	100 - 98	A+	79 - 77	C+
	97 - 94	A	76 - 73	C
	93 - 90	A-	72 - 70	C-
	89 - 87	B+	69 - 67	D+
	86 - 83	B	66 - 63	D
	82 - 80	B-	62 - 60	D-
			59 - 0	F

#### **DAILY REQUIREMENTS:**

Each student should bring the following items to class each day:

1. Pencil
2. Textbook
3. Completed assignments
4. Notebook for notetaking

#### **CLASS EXPECTATIONS:**

Students are expected to take an active role in their learning of computers. I am here to assist each student in doing the best they can, but it is up to each individual student to put forth the effort.

In addition to learning, students must also be responsible for their behavior. Any student who breaks the rules will be dealt with according to the Assertive Discipline Policy. The following rules are those listed in that policy:

1. Follow my directions.
2. Be in your assigned seat or area ready to work when the tardy bell finishes its ring.
3. Bring necessary equipment to class every day.
4. Keep hands, feet, books, and objects to yourself.
5. There will be no swearing, cruel teasing, rude gestures, or put-downs. Nor shall there be any talking above a classroom voice.

These additional rules must also be followed in the computer lab:

1. No food or drinks are allowed in the computer room.
2. Students must take care of all computer equipment and adding machines in the room.
3. Each student is responsible for cleaning up his/her workplace before leaving the room.