

Publications Class
OWENS VALLEY HIGH SCHOOL
ROP CLASS

COURSE SYLLABUS

INSTRUCTOR: Colleen Hampton

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Class Dates: September 6, 2006 – June 15, 2007

Course Description

This course will examine Microsoft Office 2003 Suites; Word, Excel, Access, PowerPoint and FrontPage. MicroType 4.0 Keyboarding software and Adobe Photoshop and InDesign photo-editing and design software, Employment, Resumes and Photography. Topics include; word processing, spreadsheets and graphs, presentation software, web pages and the Internet, keyboarding and ergonomics, photography, photo-editing and printing, copyright and plagiarism laws, employment skills, building a resume, Digital Portfolio and group and team learning.

Attendance & Assignments

Your participation is mandatory every school day, with exceptions for excused absences. **Tardiness, unexcused absences and lack of participation will result in minus points.**

Any assignment that is turned in late will be penalized 1 point per day after the due date. All assignments MUST be completed and turned in before the start of the last week of class. If not you will get an Incomplete or possible Fail for the course.

Prerequisites

It is required for all students to complete the safety test; parents and students must sign and return it and the safety manual to the instructor. Students and parents must read and sign the Acceptable Technology Use Agreement, Class Rules, Computer Lab Rules and this Course Syllabus. Students should have access to a computer and basic computer and keyboarding skills.

Course Objectives

At the end of the course, the student will be able to:

- ✓ Identify and use the components of the Microsoft Office 2003 Suites including; Word, Excel PowerPoint, FrontPage and Access, Adobe PhotoShop, Adobe InDesign and the Desktop
- ✓ Search for information on the World Wide Web; identify the components of a web page
- ✓ Search for Employment, fill out an Application for employment, build a Resume

- ✓ Keep and update a Digital Portfolio
- ✓ Photograph, edit, print photos and understand copyright and plagiarism issues
- ✓ Demonstrate Internet and technology safety and legal responsibilities and practices
- ✓ Prepare written and audiovisual course materials
- ✓ Manage files using Windows Explorer
- ✓ Use the keyboard efficiently
- ✓ Use of cooperative learning to reinforce group and interpersonal skills

Required Textbook

Chelly Cashman Vermaat Office 2003, Introductory Concepts and Techniques and Advanced Concepts and Techniques, Adobe Photoshop 7.0 Classroom in a Book, Adobe InDesign Classroom in a Book

Course Topics and Assignments [9/6-8/06](#)

Advanced - Class Safety Test, Safety Manual, Technology Use Agreement, Syllabus, Class Rules and Computer Lab Rules Signed and Returned Due 9/8/06

Assignment “A1”: Return all Signed Papers **Due 9/8/06**

Assignment “A2”: Autobiography Short essay at least 250 words **Due 9/8/06**

You will be required to submit an autobiography, return *all* papers sign by students and parents before the beginning of the second week of school

Yearbook

[9/12-20/06](#)

Digital Portfolio

Prepare for field trip. Bishop, Big Pine and Lone Pine: sale ads for yearbook

Assignment “B1”: Sales folder: Business cards

Assignment “B2”: Receipt book

Assignment “B3”: Sales pitch

Assignment “B4”: Practical—Test

Assignment “B5”: Field Trip X 2

Copyright Laws and Plagiarism Issues

[9/20-10/4/06](#)

Lecture, Internet Research

Assignment “C1”: Copyright and Plagiarism Laws worksheet

Assignment “C2”: 250 word Essay

Assignment “C3”: Copyright and Plagiarism — Quiz

Keyboarding Test September 29

Photography**10/5-13/06**

Lecture, Getting to know the digital camera
 Assignment “D1”: Your best photos
 Assignment “D2”: Printing your best photos
 Assignment “D3”: Practical Test

Yearbook and Newsletter**Introduction to Adobe Indesign****10/16-27/06**

Assignment “E1”: Organize yearbook, assign pages and duties
 Assignment “E2”: Organize newsletter, assign pages and duties
 Assignment “E3”: Adobe Indesign getting started Pgs 1- 35
 Assignment “E4”: Indesign video workshop
 Assignment “E5”: Practical —Test
 Keyboarding Test October 30

Yearbook and Newsletter**Adobe Indesign *End of First Quarter 11/9*****10/30-11/14/06****Digital Portfolio**

Assignment “F1”: Assigned pages
 Assignment “F2”: Indesign video workshop
 Assignment “F3”: Indesign Lesson 1 Pgs 40-70
 Assignment “F4”: Practical —Test

Yearbook and Newsletter**Adobe Indesign****11/15-12/1/06**

Assignment “G1”: Assigned pages
 Assignment “G2”: Indesign video workshop
 Assignment “G3”: Indesign Lesson 2 Pgs 73-114
 Assignment “G4”: Practical —Test
 Keyboarding Test November 30

Yearbook**Adobe Indesign****12/4-15/06**

Assignment “H1”: Assigned pages
 Assignment “H2”: Indesign video workshop
 Assignment “H3”: Indesign Lesson 3 Pgs 117-144
 Assignment “H4”: Practical —Test

Yearbook
Photography

12/18-21/06

Assignment “I1”: Assigned pages
Assignment “I2”: Your best photos
Assignment “I3”: Printing your best photos
Keyboarding Test December 21

Yearbook and Newsletter

Adobe Photoshop *End of Second Quarter 1/31* **1-8-26/07**

Digital Portfolio

Assignment “J1”: Assigned pages
Assignment “J2”: Adobe Photoshop Getting started Pgs 1-7
Assignment “J3”: Adobe Photoshop Lesson 1 Pgs 13-37
Assignment “J4”: Adobe Photoshop Lesson 2 Pgs 58-73
Assignment “J5”: Practical Test
Finals January 29-31

Yearbook and Newsletter

MS Office Word Project 3 **2/1-16/07**

Assignment “K1”: Assigned pages
Assignment “K2”: Word Project 3 Pgs WD 138-216 – QUIZ
Assignment “K3”: Pgs WD 216 In the Lab
Assignment “K4”: Word Project 3 –Test
Yearbook to be mailed

Yearbook Supplement

MS Office Excel Project 1 **2/20-3/6/07**

Digital Portfolio

Assignment “L1”: Assigned pages
Assignment “L2”: Excel Project 1 Pgs EX 4-56 – QUIZ
Assignment “L3”: Pgs EX 58 Apply Your Knowledge
Assignment “L4”: Pgs EX 59-62 In the Lab
Assignment “L5”: Pgs EX 63-64 Cases and Places
Assignment “L6”: Excel Project 1 –Test
Keyboarding Test February 28

Yearbook Supplement**MS Office PowerPoint Project 3****3/7-16/07****Assignment “M1”:** Assigned pages**Assignment “M2”:** PowerPoint Project 3 Pgs PPT 161-215 – QUIZ**Assignment “M3”:** Pgs PPT 216 Apply Your Knowledge**Assignment “M4”:** Pgs PPT 217-221 In the Lab**Assignment “M5”:** Pgs PPT 222-223 Cases and Places**Assignment “M6”:** PowerPoint Project 3 –Test**Yearbook Supplement****Humanities Publication** *End of Third Quarter 4/5***3/19-4/5/07****Digital Portfolio****Assignment “N1”:** Organize Humanities Publication & assign pages**Assignment “N2”:** Gather information**Assignment “N3”:** Lay-out pages**Assignment “N4”:** Create**Assignment “N5”:** Print**Assignment “N6”:** Assemble**Keyboarding Test March 30****Yearbook Supplement****Adobe Indesign****4/16-5/2/07****Assignment “O1”:** Assigned pages**Assignment “O2”:** Indesign video workshop**Assignment “O3”:** Indesign Lesson 4 Pgs 148-186**Assignment “O4”:** Practical Test**Keyboarding Test April 30****Yearbook Supplement****Adobe Photoshop****5/17-25/07****Assignment “P1”:** Finish supplement pages**Assignment “P2”:** Adobe Photoshop Lesson 3 Pgs 78-98**Assignment “P3”:** Adobe Photoshop Lesson 4 Pgs 102-125**Assignment “P4”:** Practical Test**Community Service, A Year On CD****5/29-6/8/07****Digital Portfolio****Assignment “Q1”:** Collect 150 photos**Assignment “Q2”:** Collect music**Assignment “Q3”:** Burn CDs**Assignment “Q4”:** Present CD**Finale June 12-14**

Tardy = minus 2 points	POINTS
Participation 1 X 180 =	180
Safety Test	10
Keyboarding Test 7 X 10 =	70
Final Exams 2 X 60	120
Digital Portfolio 5 X 25 =	125
Field Trip 2X 20 =	40
Assignment “A1”: Return Signed Papers 5 X 5 =	25
Assignment “A2”: Autobiography Essay	15
Assignment “B1”: Sales Folder; Business Cards	5
Assignment “B2”: Receipt book	5
Assignment “B3”: Sales pitch	5
Assignment “B4”: Practical Test	20
Assignment “C1”: Copyright & Plagiarism Worksheet	10
Assignment “C2”: Copyright & Plagiarism Essay	15
Assignment “C3”: Copyright & Plagiarism Quiz	5
Assignment “D1”: Your Best Photos	5
Assignment “D2”: Printing Your Best Photos	5
Assignment “D3”: Practical Test	20
Assignment “E1”: Organize Yearbook	5
Assignment “E2”: Organize Newsletter	5
Assignment “E3”: Indesign Getting Started	5
Assignment “E4”: Video Workshop	2
Assignment “E5”: Practical Test	20
Assignment “F1”: Assigned Pages	5
Assignment “F2”: Video Workshop	2
Assignment “F3”: Indesign Lesson 1	10
Assignment “F4”: Practical Test	20
Assignment “G1”: Assigned Pages	5
Assignment “G2”: Video Workshop	2
Assignment “G3”: Indesign Lesson 2	10
Assignment “G4”: Practical Test	20
Assignment “H1”: Assigned Pages	5
Assignment “H2”: Video Workshop	2
Assignment “H3”: Indesign Lesson 3	10
Assignment “H4”: Practical Test	20
Assignment “I1”: Assigned Pages	5
Assignment “I2”: Your Best Photos	5
Assignment “I3”: Printing Your Best Photos	5
Assignment “J1”: Assigned Pages	5
Assignment “J2”: Photoshop Getting Started	5
Assignment “J3”: Photoshop Lesson 1	10
Assignment “J4”: Photoshop Lesson 2	10
Assignment “J5”: Practical Test	20
Assignment “K1”: Finish Assigned Pages	5
Assignment “K2”: Word Project 3 Quiz	5
Assignment “K3”: In the lab	10

Assignment “K4”: Word Project 3 Test	20
Assignment “L1”: Assigned Pages	5
Assignment “L2”: Excel Project 1 Quiz	5
Assignment “L3”: Apply Your Knowledge	5
Assignment “L4”: In The Lab	10
Assignment “L5”: Cases and Places	10
Assignment “L6”: Excel Project 1 Test	20
Assignment “M1”: Assigned Pages	5
Assignment “M2”: PowerPoint Project 3 Quiz	5
Assignment “M3”: Apply Your Knowledge	5
Assignment “M4”: In the Lab	10
Assignment “M5”: Cases and Places	10
Assignment “M6”: PowerPoint Project 3 Test	5
Assignment “N1”: Organize Humanities Publication	5
Assignment “N2”: Gather Information	10
Assignment “N3”: Lay Out Pages	5
Assignment “N4”: Create	10
Assignment “N5”: Print	5
Assignment “N6”: Assemble	20
Assignment “O1”: Assigned Pages	10
Assignment “O2”: Video Workshop	2
Assignment “O2”: Indesign Lesson 4	10
Assignment “O3”: Practical Test	20
Assignment “P1”: Finish Assigned Pages	5
Assignment “P2”: Adobe Photoshop Lesson 3	10
Assignment “P3”: Adobe Photoshop Lesson 4	10
Assignment “P4”: Practical Test	20
Assignment “Q1”: Photo Collection	10
Assignment “Q2”: Music Collection	10
Assignment “Q3”: Burn CDs	5
Assignment “Q4”: Presentation	20
TOTAL POINTS	1215

GRADE	POINTS	COMPETENCY
A	1215 - 1114	Superior High proficiency and deep understanding
B	1113 - 1012	Good Above average proficiency and working understanding
C	1011 - 910	Fair Completes assignments with minimum understanding
D	909 - 807	Below Standards Does not demonstrate competence or understanding
F	below 806	Failure Incomplete assignments or substantial lack of understanding
Inc.		Incomplete Missed assignments or attendance

I have read and understand this syllabus:

X
X
X

Student Signature
Parent Signature
Date