

## Journalism/Desktop Publishing I: Course Syllabus

Local and Online Newspapers: *Red Devil Digest*  
Quarterly School Newspaper: *Red and Blue Review*

## Springville High School



*"Dedicated to excellence, united in service,  
educated for success."*

### DISCLOSURE DOCUMENT

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Instructor Name: Mrs. Carey S. White  
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**DISCLOSURE DOCUMENT**  
Room: I-217 Phone: (801) 489-2870

**\*Students may choose computer credit or 4<sup>th</sup> year English credit upon the successful completion of this course. This course may be taken for one semester or one year.**

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#### COURSE DESCRIPTION

This one-semester course provides skill development in the electronic procedures of producing and editing publications. Students will create, format, illustrate, design, edit/revise, and print publications. Improved productivity of electronically produced newsletters, flyers, brochures, reports, advertising materials, and other publications are emphasized. Proofreading (including using correct spelling and grammar), document composition, and communication competencies are also included.

In addition, students will be staff writers for the Springville Herald and Springville High's newspaper. Students will be required to write, photograph, edit, and submit one article each week for the local and online newspapers, Red Devil Digest, writing *uplifting* articles regarding school activities, sports, current events, and positive school publicity. Students, collectively as a class, will publish a school newspaper, The Red and Blue Review, at least once a quarter (October, December, February, and April).

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#### COURSE PREREQUISITES

Basic keyboarding skills and basic writing skills.

#### COURSE SOFTWARE

Adobe PageMaker, Adobe Photoshop, Microsoft Office Suite (Word, Publisher, and PowerPoint)

#### REQUIRED STUDENT SUPPLIES

USB Thumb/Jump Drive (any size)

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#### COURSE OBJECTIVES & LEARNING OUTCOMES

**Upon successful completion, students should be able to:**

1. Create a letterhead for personal, business, school, or organization containing a logo.
2. Create a single sheet flyer.
3. Create a business card with a logo.
4. Create a form using tables.
5. Create a two-page, multi-column newsletter.
6. Create a multi-fold brochure.
7. Write one publishable article per week for the Springville Herald, *Red Devil Digest*.
8. Participate in the quarterly class publication of the school newspaper, *Red and Blue Review*.
9. All students will be required to take the Utah State Desktop Publishing I Exam given at the end of the semester. Students receiving a score of 80% or higher will pass the state exam and will receive a competency certificate. The state exam score will be part of the student's final grade in Desktop Publishing I.

**Upon successful completion, students should have the following attitude(s)/trait(s):**

1. Awareness of common desktop publishing terminology.
  2. Respect for ethics with the use of software and in business situations.
  3. Commitment to accurate and attractive document publishing.
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<b>COURSE STANDARDS &amp; OBJECTIVES</b>
<b>STANDARD 01</b> Using current professional software students will create, correct, and store a publication.
<b>STANDARD 02</b> Students will apply basic desktop publishing design principles.
<b>STANDARD 03</b> Students will understand relevant desktop publishing layout principles.
<b>STANDARD 04</b> Students will demonstrate and understand basic typography.
<b>STANDARD 05</b> Students will know how to import clipart that relates to the message of the publication.
<b>STANDARD 06</b> Students will follow guidelines using color in publications.
<b>STANDARD 07</b> Students will create original business publications utilizing desktop publishing design and layout principles.

**GRADES**

Your grade will be based upon to following:

Grade scale and breakdown:

- 40%--In-class Assignments & Projects
- 40%--Weekly Article for the Red Devil Digest
- 10%--Quarterly Participation in the Red and Blue Review
- 20%--Attendance



A = 94%	C = 74-76%
A- = 90-93%	C- = 70-73%
B+= 87-89%	D+= 67-69%
B = 84-86%	D = 64-66%
B- = 80-83%	D- = 60-63%
C+= 77-79%	F = 0-59%

**EXPECTATIONS**

STUDENTS ARE EXPECTED TO FOLLOW THE COMPUTER USE AGREEMENT FULLY. VIOLATIONS WILL RESULT IN STUDENT WARNINGS, PARENT INVOLVEMENT, AND/OR ADMINISTRATOR ACTION.

**INSUBORDINATION** WILL NOT TOLERATED. STUDENTS WILL BE ASKED TO FOLLOW SCHOOL AND CLASSROOM RULES. STUDENTS WHO REFUSE TO FOLLOW THE RULES WILL BE IMMEDIATELY REFERRED TO THE ADMINISTRATION AND REMOVED FROM SCHOOL FOR THE REMAINDER OF THE DAY.

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We, the undersigned, have read and understand the terms of this course disclosure document for Journalism/Desktop Publishing 1.

STUDENT NAME (PRINT PLEASE) \_\_\_\_\_  
 STUDENT SIGNATURE \_\_\_\_\_  
 PARENT SIGNATURE \_\_\_\_\_