

Digital Desktop Publishing

Career, Technology and Education

Teacher: Russ Bratcher

Room: L-140

Email: russell_bratcher@charleston.k12.sc.us

Phone: (843) 849-2830

Office Hours: Tues & Thurs 3:45–4:00pm

Student Suggested Supply List

Students will be responsible for supplying the following:

- Three-ring binder with clear plastic cover to insert a paper label
- Five Binder Dividers
- Number 2 Pencil(s)
- Sketchbook

Course Description (1 Carnegie unit): This course brings together graphics and text to create professional level documents and publications. Students create, format, illustrate, design, edit/revise, and print publications. Improved productivity of digitally produced newsletters, flyers, brochures, reports, advertising materials, catalogs, and other publications is emphasized.

Objective: Given the necessary equipment, supplies, and facilities, the student will be able to successfully complete all of the following core competencies for a course granting one unit of credit.

Prerequisite: Computer Applications or Integrated Business Applications 1

Software: Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Microsoft Publisher, Microsoft Word

Online: russbratcher.weebly.com **Instagram:** @bratcherArt

Organization of Instruction

Student instruction will consist of lectures, critiques, demonstrations, projects, note taking, homework, tests, sketchbooks and written evaluations. Understand that some days we will not make art or design on the computer. In addition to studio exercises, other activities, such as critiquing, taking notes, or other reflective exercises are a fundamental part of learning about and understanding the design world.

State Standards:

<https://ed.sc.gov/scdoe/assets/file/programs-services/148/documents/DigitalDesktopPub.pdf>

Grading:

50% Projects 30% Exercises 5% Quiz 15% Tests

All studio project assessments will be graded using a rubric given to students before the assignment is due. All units of study will include a test to reinforce the content being stressed. Class work assignments will include outlines, notes, research, and other visual problems. If you miss a day when a project is due you must physically put the artwork in my hands or it must be upload. Do not lay the work in the room and say you turned the work in. You will not earn credit for work that is not received.

Quarter 1 - 40%

Quarter 2 - 40%

Final Exam 20%

Classroom Rules

- Utilize all possible instruction time. Be on time to class and prepared to work with all your materials when the bell rings.
- Hear all instruction. Refrain from talking when I am addressing the class.
- A clean studio environment. Clean up after yourself and help keep the rest of the room tidy.
- Good equipment and adequate materials. Use the equipment and tools properly, do not waste supplies, and leave things better than you found them.
- Undisturbed work time. Stay in your own workspace, keep your hands to yourself, and talk quietly.
- A safe and respectful working environment. Abide by all school and district rules as stated in the Wando Student Handbook and CCSD Rights and Responsibilities Bulletin.

Consequences

- 1st Offense Warning
- 2nd Offense Teacher / Student Conference
- 3rd Offense Detention and/or Parent Communication
- 4th Offense Parent Conference
- 5th Offense Referral to Administration

Policies & Procedures

- ID Cards: ID cards must be worn around your neck at all times.
- Computer Usage: Computers are to be used only for assigned projects. Checking e-mail, social network sites, video sites, and gaming sites is prohibited by CCSD rules.
- Dress Code: The WHS dress code, as listed in the student handbook, is strictly enforced.
- Daily Objectives: Check daily objectives for all important due dates and assignment criteria.
- Bell Work: Check the board for your Bell Work as you enter the classroom. Get started on this assignment as soon as you gather supplies and get settled.
- Tardy Policy: If you are tardy to class, follow the appropriate school procedures, as outlined in the student agenda, and come into class quietly once you have returned with a pass.
- Project Storage: You must utilize Google Drive. Do not save project on the desktop of any computer. We keep the storage clean and wipe the computers frequently.
- Music Policy: During studio time, approved music may be played for the whole class. You may need ear buds for assignments, but never when I address the class/lecture.

Clean-Up Procedures

A clean working environment is fundamental for safety and for producing quality work; therefore, each student is responsible for cleaning up their own mess and helping to keep the room neat. Students will be given a five-minute time warning at the end of class to begin clean-up procedures. Students will respect and take care of the supplies provided, and return them in the same condition. If a student misuses a tool or material on purpose, they will be charged the cost of replacing that item.