Course Name	Instructor	Instructor E-mail & Availability
Desktop Publishing	Bradley Hughes	bmhughes@aps.k12.co.us
Course Website	**Class Meeting Times & Location:**	**Prerequisites**
www.bradleymhughes.com	M-F 2nd 8:30 - 9:25 M-F 6th 1:50 - 2:45	None

Course Description
Introduce the concepts and applications for desktop publishing using word processing software. Emphasizes page layout and design with techniques for incorporating text and graphics and final production of printed documents.
Standards
Investigate the World   Recognize Perspectives   Communicate Ideas   Take Action
Learning Outcomes by Quarter

Quarter 1

Students will learn basic and intermediate MicroSoft Word and PowerPoint skills to create professional publications. Student practice will consist of personal name tent, posters, newsletters, menus, bulletins, etc.

Quarter 2

Students will learn basic and intermediate Adobe Photoshop skills to create professional publications. Student practice will consist of posters, signs, letterhead, business card, etc.

Required Supplies
Note taking materials (notebook or paper, pen or pencil).

Grading		
Students will be graded on a 4 point scale for all assignments		
Point	**Letter Grade**	**Explanation**
3.0-4.0	A	In addition to the performance score of 3.0, the student demonstrates in depth inferences and applications that extend beyond what was taught.

2.5-2.99	B	There are no major errors or omissions regarding any of the information and/or processes (simple or complex) that were explicitly taught. This level is mastery
2.0-2.49	C	There are no major errors or omissions regarding the simpler details and processes, but there are major errors or omissions regarding the more complex ideas and processes.
1.0-1.99	D	With help, the student demonstrates a partial understanding of some of the simpler details and processes and some of the more complex ideas and processes.
Below 1.0 or No Evidence	F	Even with help, the student cannot demonstrate understanding of the simple details.

School Policies

REQUESTS FOR HOMEWORK

Students requiring homework assignments due to extended excused absences (three days or more) should initially contact the attendance office. The attendance office will notify teachers and collect assignments from individual teachers. Assignments should be ready for pick up 24 hours after a request has been made. Please call the attendance office to check homework status.

MAKE-UP WORK DURING ABSENCES

Any time a student misses a class for any reason whatsoever, that student will be expected to contact each teacher and complete the make-up work in order to achieve the learning objective. This includes field trips, school activities, suspensions, group sessions, truancies, and the like. Make-up work is required and students who have been absent from class must request make-up work from the teacher no later than the next class meeting. Teachers will determine a reasonable amount of time for make-up work when students are absent, using a two days for every one day absent guideline.

Teachers may provide an "alternative" learning experience for make-up work to any student who requests it upon returning to class. For example, a student may have been absent from a class at which the daily learning objective was achieved by means of a class discussion. At the teacher's sole discretion, students who were absent during that discussion might be assigned a two or three-page written essay due three or four days after the student's return to class as an 'alternative' learning experience for that objective.

Teachers will give academic credit to all make-up work that complies with the above guidelines. The only exception is that teachers have the choice whether or not to give academic credit to the make-up work from an unexcused absence. If the absence was unexcused, the teacher should provide feedback but is not required to give credit for the work.

TARDY POLICY

After three tardies teachers will conference with the student and contact home. After 5 tardies students can be referred to the Learning Center and additional consequences may be assigned.

PASSES

Students who leave the classroom or are excused from class must have a pass with correct validation by the teacher. School officials may send for a student using an authorized Administrative Pass. Students who are without official passes will be subject to disciplinary action. Passes will not be given in the first 10 minutes or last 10 minutes of class.

NON-ACADEMIC TECHNOLOGICAL DEVICES

Aurora Public Schools believes in providing environments that optimize learning and teaching and are safe, secure, and well maintained. As such, all personal electronic devices* shall not be seen nor heard during the school day in

academic areas of the building from 7:30 A.M. to 3:45 P.M. *Cell phones, iPods, headphones, portable speakers, MP3s, tablets, cameras, etc. <u>**Aurora Central High School is not responsible for lost, stolen or damaged electronic devices.**</u> This includes electronic devices that are confiscated by staff. Aurora Central High School reserves the right to not investigate lost, stolen or damaged electronic devices.

Classroom Policies

Attendance: This course is modeled after real-world experiences to prepare students for success in post-secondary (after high school) education and work experience regardless what career or education path a student pursues. Employers expect employees to be on time and present, and this class models their expectation.

There is no equivalent substitute for in class discussions, activities, research, and lessons. Regular and punctual attendance is vital to students' success. Students who fall behind due to poor attendance habits are subject to school disciplinary policies.

Grading Policy: One core philosophy of instruction in my classes is the concept of treating everyone like adults. Adults are responsible for their own work, work ethic, and success while still enjoying the supports of a high school classroom. Grades are aligned with school policy and simultaneously designed to mimic a post-secondary environment.

It is important to note I have an open door policy meaning students and adults from home may communicate with me at any time regarding concerns about grades or anything else in the classroom. Communication is vital for me to understand how to help students or to resolve misunderstandings. I am here as a resource and students should seek help whenever needed *before* situations escalate.

> **Missing or Incomplete Work:** Submitting work late affects students' ability to receive timely feedback, keep up with workloads, and participate in discussion / activities surrounding the assignment.
>
> A grade of Missing or Incomplete is issued for missing or incomplete assignments. Additionally, students will receive an Incomplete for the class until all assignments are completed, submitted, and graded.
>
> **Homework:** Homework assignments are designed to complement our in-class experiences and substantially contribute to student achievement. Therefore, homework is not optional and assignments will be evaluated for completion grades at random. Assume the assignment will be graded.

Assignments: Assignments are to be submitted via Google Classroom unless otherwise indicated on the assignment sheet. Resources regarding how to use Google Classroom are available on my website under Student Resources.

All assignments are assigned a due date and time. Assignments submitted after that date and time are considered late and subject to the late work policy regardless how soon after the assignment was submitted.

> **Submitting Late Work for Grading:** Late work inhibits student achievement and creates more work for all involved. Students must request to submit late or incomplete work. To make a request, go to my teacher website and complete the Missing / Incomplete Assignment Form found in Students. Note: The form is 2 parts: first complete the online form. You will receive an email with an attachment. Second, sign the form and submit it to me.
>
> To provide students with a record of submitted work, any work submitted after the due date and time must be recorded in the Late Work Log when work is submitted. Late assignments not logged in the Late Work Log are considered missing and an Incomplete will remain recorded.
>
> To be fair to students who submit their work on time, *late work will only be graded after all current work is graded and feedback provided to students*. If you submit work late, do not expect it to be graded immediately.
>
> Students showing patterns of missing or incomplete work will be referred to adminstration at my discretion.

Attendance: As stated earlier, employers consistently report reliability of employees as essential. Likewise attendance is vital to students' success in class. Students with continuous tardiness or missed classes will be referred to school administration.

Student Resources: My website (www.bradleymhughes.com) provides materials, links to important websites, links to class tools, and additional documents and announcements. My website is updated daily and should be utilized as a first resource.

Entrance Procedure: Students are expected to arrive to class on time (before the bell rings) and begin working on the Warm Up Activity without being prompted to do so. Students will have three (3) minutes to complete the activity unless otherwise noted. After completion, students are to be ready for the day's lesson according to the daily agenda.

Exit Procedure: Students are expected to utilize time effectively during class. One common reason for lost time is packing up from class early. Students will pack their belongings no earlier than three (3) minutes before the dismissal bell unless otherwise indicated. Leaving class early will result in and attendance record of Absent. Habitual problems will be follow the school disciplinary process.

Electronic Communication: Technology provides great tools for communicating and provide great benefits to students and teachers. Likewise, use of technology also provides opportunity for students to be harmed, intentionally or sometimes unintentionally.

To protect everyone, only approved means of electronic communication may be used. All email correspondence to and from students should use the Aurora Central email accounts and all text messages must be sent using only approved apps. This includes questions regarding assignments, coursework, or collaboration with fellow students. Personal email accounts should not be used. Approved apps and links to these apps may be found on my website. This list will be kept up to date at all times.

Tear off and return THIS PAGE only and return to Mr. Hughes, Rm. 371.

I have carefully read the expectations of this course and agree to support the goals and initiatives of the course. I will show up, speak up, stand up and go further than I ever thought possible.

Student name: _____(print)

Grade _____   Period _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Phone Number: _____

Parent/Guardian Email: _____