



McCreary School
2023/2024

Desktop Publishing (35S)

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COURSE INFORMATION

Course Code: 0223
Value Credit: 0.5
Duration: Semester 2
Schedule: Days 2, 4, & 6
Time: 2:18pm – 3:30pm
Classroom: Room 8
Prerequisites: None

SUPPLIES

- 3-Ring Binder
- Loose Leaf / Coiled Notebook
- Pencil & Eraser
- Pens & Highlighter
- Computer (Schools)

COURSE DESCRIPTION

The purpose of the course is to provide students with the skills and knowledge to plan and create a variety of published print documents.

COURSE GOALS

- Define the purpose and audience for a print document.
- Incorporate elements of good design when designing documents.
- Plan and produce print documents conforming to recognized standards.
- Participate in multi-user document editing and reviewing.
- Use language and tone appropriate to the communication.
- Critique and suggest improvements for published documents using given criteria.
- Accept a critique of a print document and make changes based on the feedback.

YEARLY PLAN SUMMARY (TENTATIVE)

| Topic | Days to Cover | Dates |
|-------------------------------|---------------|--|
| Course Outline / Welcome | 1 | Feb 6 th |
| Theory Behind Print Documents | 2 | Feb 8 th – 12 th |
| Poster | 3 | Feb 14 th – 21 st |
| Flyer | 3 | Feb 23 rd – Mar 1 st |
| Brochure | 3 | Mar 5 th – Mar 11 th |
| Newsletter | 4 | Mar 13 th – 22 nd |

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|---------------------------|----------|--|
| Program | 3 | Apr 2 nd – Apr 8 th |
| Restaurant Menu | 3 | Apr 10 th – 16 th |
| Media Inserts | 3 | Apr 18 th – 24 th |
| Business Cards | 3 | Apr 29 th – May 3 rd |
| Calendar | 3 | May 7 th – 13 th |
| Professional Presentation | 3 | May 15 th – 22 nd |
| FINAL PROJECT | 7 | Due: June 14th |

ACADEMIC ASSESSMENT

Assessment will be based on a variety of activities that cater to the various learning styles of students. Individual and group projects / presentations, class discussion, daily work, and any other assigned activities will be part of the evaluation of the course. Both peer and self-assessment will be used on a number of assignments throughout the year.

For each task, you will be given a set of evaluation guidelines in order to help you put forth your best work. It is your responsibility to examine the guidelines & assignment criteria in advance to ensure you have the opportunity to ask any/all questions. Remember, if you need clarification on an assignment, please do not hesitate to ask!

Assessment will be ongoing and the work in this course will reflect the cumulative compilation of each of the topics covered. As per section 4.3 the Manitoba Provincial Report Card Policy and Guidelines Evaluation document, a percentage scale is used to report overall subject grades.

Course Work 70%
Final Project 30%

BEHAVIOURAL ASSESSMENT

Students will receive a letter grade on their report cards for the following:

- *Personal Management*: Uses class time effectively; works independently; completes homework and assignments on time.
- *Active Participation in Learning*: Participates in class activities; sets learning goals.
- *Social Responsibility*: Works well with others; resolves conflicts appropriately; respects self, others and environment; contributes in a positive way.

RULES AND EXPECTATIONS

Homework: You won't have homework every night, but when it is assigned, it is expected to be completed on time.

Absent: If you are absent, please connect with me to find out what you missed. You are also responsible for making up all missed work. If you have an excused absence on the day of a test, please make arrangements to write it when you return.

Extra Help: Extra help will always be available when you need it. I am generally available before and after school, as well as at lunch hour. Please make arrangements with me if this is something you are needing.

Technology in the Classroom: Cellular devices and any other technology must be put away during class time. There may be times where occasional use is permitted, however, this will be up to teacher discretion. Improper use may result in a loss of certain privileges.

Academic Dishonesty: Academic dishonesty, including, but not limited to inappropriate collaboration, plagiarism, and cheating is a severe offence and will be dealt with according to the policy outlined in the school handbook.

Late Policy: Incomplete work and late assignments may be deducted in marks, as per McCreary School's late policy, developed in accordance with the Provincial Assessment Policy.