

Computer Publications-Lion's Roar

40 Week Course

Specifications

- ◆ 1 unit of credit - regents or local.
- ◆ Pre-requisite--Keyboarding, Computer Applications

- ◆ Can be used toward a 5-unit sequence in computers.
- ◆ No assigned text--recommended reading materials.
- ◆ Equipment--one multimedia Windows computer per student with full Internet access and electronic mail.
- ◆ Tools--the Internet, electronic mail, digital camera, scanner

Software

- ◆ Microsoft Windows
- ◆ Microsoft Word
- ◆ Adobe Indesign
- ◆ Adobe PhotoShop
- ◆ Internet and email



Course Overview

Computer Publications is designed to be a project-based course for students who are ready to apply the skills they have learned thus far, not only in the computer sequence but in other subject areas as well. This course approaches the use of computers at the advanced level to continue to challenge students who are already computer literate with desktop publishing, word processing, photo editing, organization, the Internet, and email skills. Students will also be actively engaged in reading, writing, thinking, speaking and listening throughout the entire course.

The students enrolled in this course will be responsible for designing and publishing the school district newsletter. Students will gain experience in the world of desktop publishing and its hi-tech tools. Using state-of-the-art equipment and market-leading software packages, students will design and create their own professional quality publication. In addition to learning the precise skills of typography and layout design, students will also learn essential communication skills and effective journalism techniques.

Computer Publications is a course that will address many of the new learning standards. It is designed to simulate an authentic office environment where students work as part of a team, utilize problem solving strategies and are challenged to develop targeted skills in computer applications, journalism, as well as communication. The students know what has to be completed without always being prompted by the teacher. This curriculum invites students to answer three fundamental questions of learning:

- What am I learning?
- Why am I learning it?
- How can I use it?

Upon successfully completing this course, each student will know:

How to send messages locally, out of state, and internationally via electronic mail at the advanced level.

How to search the Internet for research information and for student, individual, expert, and professional contacts at the advanced level.

How to load and operate Windows programs already familiar to them at a more advanced level including: Microsoft Windows, Microsoft Word, Adobe PhotoShop.

The proper terminology associated with desktop publishing and various computer applications.

The role of electronic equipment of the business office.

The role of computers in our information society.

The impact of technology on the workplace.

The relationship between school success and career success.

How to accept constructive criticism as well as praise and credit.

How to communicate effectively.

The various career options available in the fields of journalism and desktop publishing.

Upon successfully completing this course students will value:

The importance of lifelong learning due to technological change.

The importance of being computer literate in an information society.

The worth of his or her creations and the creations of others.

Their own ideas, beliefs and opinions as well as those of others.

The computer as a tool for gathering information.

The computer as a tool for productivity in any working environment.

The computer as a tool for effective communication on a local, regional and international level.

The importance of producing quality presentation documents to accomplish successful results.

The importance of attendance and punctuality.

The importance of optimism and enthusiasm in completing a task.

The importance of responsible behavior to an organization or team.

The importance of reading the local newspaper to gain knowledge about the world and its people and places.

The importance of reading the local paper to stay informed.

The effort and perseverance to reach deadlines and goals.

Upon successfully completing this course students will be able to:

Use Adobe InDesign to produce a professional quality newsletter for the school district.

Use intermediate/advanced page layout design features to create a readable and aesthetically pleasing page.

Uniquely format text with special font styles and designs.

Use Adobe PhotoShop to edit image size, brightness, quality and blend one or more images together.

Use Adobe PhotoShop to add special effects to images.

Use advanced word processing skills to create presentation quality documents.

Demonstrate file management skills by maintaining accurate, organized folders and files.

Conduct informational interviews with peers, teachers, administrators, business leaders and community members.

Write on an assigned topic with attention to organization, clarity, completeness and effective leads.

Make decisions regarding accuracy and relevance of information, determining fact from opinion.

Record and report information completely and accurately.

Communicate thoughts and key information effectively when speaking and writing.

Write in a variety of forms appropriate for specific audiences and purposes.

Compose business letters, articles and reports using correct style, format and content.

Identify the basic ingredients of journalistic writing, including the "5 W's" (who, what, when, where, why).

Use ideas and information to make decisions and solve problems related to accomplishing a task.

Demonstrate effective time management skills by achieving goals and meeting necessary deadlines.

Demonstrate the ability to work cooperatively with others and as part of a team.

Demonstrate an awareness of the knowledge, skills, abilities and resources needed to complete a task.

Read the local newspaper to gain knowledge about what is happening in the community and world and to gather ideas for their own articles.

Use the established editing symbols known as proofreader marks.

Practice self-editing and peer editing prior to final copy.

Proofread documents for correct grammar, spelling and punctuation.

Research, analyze and interpret information gathered from a variety of sources.

Select and use appropriate technology to complete a task.

Import and export text, data and images between software programs.

Explain and follow the 5 steps of the writing process: prewriting, writing, revising, editing, and publication.

Operate a scanner to import images and text into documents.

Operate a digital camera and download images to create presentation quality documents.

Suggested Outline of Units and Projects

The following is a primary guide to time units and projects to be completed. The time allowances and projects may vary from those listed below and may be taught in a different order than presented.

Ongoing-

District Newsletter- Students, as the main goal of this course, will produce the district's monthly newsletter. The course will be run as a simulated office environment. The course should adhere to the following guidelines:

- ◆ Keep class sizes small with a maximum of 10 students working together as a team.
- ◆ Grades will be based on effort, participation, class work and organizational skills.
- ◆ Deadline schedules will be posted and used as a guide to meet all goals.
- ◆ Weekly goals will be established and checked off at completion.
- ◆ Students enrolled in the course are required to meet in the summer before the school year begins to fulfill the responsibilities of the first issue which is printed for an August mailing.

Information in the District Newsletter may include the following:

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| 1. Academic Area News | 12. Letter from Elementary Principal |
| 2. Alumni Information | 13. Letter from Secondary Principal |
| 3. Awards/Achievements | 14. Lunch Menu |
| 4. Calendars-Important Dates to Remember | 15. Message from Superintendent |
| 5. Current Events | 16. PTO News |
| 6. Club News | 17. Sports |
| 7. Elementary News | 18. Student Highlights |
| 8. Senior News | 19. Merit/Honor Roll |
| 9. Secondary News | 20. District News |
| 10. Informational Corner—school address, website address, telephone number, fax number | 21. Feature Stories |
| 11. Guidance News | 22. Graduate Corner |

Evaluation

1. Students are expected to constantly evaluate their work both while in progress and when completed.
2. Student performance will be assessed every 5 weeks on their effort to complete assigned tasks, professionalism on assigned tasks, and willingness to work for the good of the team to accomplish tasks outside of classtime.

Final Project--Students will submit a professional portfolio of projects completed throughout the school year to be evaluated by the teacher. A student self-evaluation form will also be submitted with the projects.