

Hayfield High School

Computer Applications II

2023-2024
Room 4

Mrs. Grav

Phone: 507-671-1564

.5 Credit, 1 Semester Class

Course Description

Computer Applications II combines concepts of graphic design and desktop publishing. This course will introduce students to the technical, artistic, and conceptual principles of graphic design and the principles of design and layout for print and digital work as applied in a variety of careers including graphic design, marketing, and administrative support careers. Areas of study include elements of design, technical software skills, media vocabulary, layout principles, structure and style, history of design, and ethical and legal issues related to graphic design. Students will use this knowledge of principles to create and present original graphic art products using both technical skill and artistic principles that communicate a message. Students will apply problem solving, critical thinking, and creative thinking and use computer skills to create projects simulating real world desktop publishing situations. Industry standard software including Adobe Photoshop and Microsoft Publisher are used. (Intro to Computers is strongly recommended prior to this class).

Minnesota Frameworks Alignment:

Performance indicators and objectives in this course are aligned with the Minnesota Frameworks for Business, Marketing and Information Technology for "Computer Applications II" found on the MDE website at (<https://education.mn.gov/MDE/dse/cte/prog/biz/>). These Frameworks are based on national standards and aligned with Minnesota Technical Skill Assessments. Daily formal and informal assessments will be based on Learning Targets that align with these Frameworks.

Course Performance Indicators:

IT68.10.01 Analyze the elements and principles of media arts in business graphic design.

IT68.10.02 Utilize professional design components in the creation and presentation of a graphic design project.

IT68.10.03 Create an original graphic design that effectively conveys an intended brand image and communicates an intended message.

AS10.10.01 Demonstrate how to use the elements and principles of design in the visual arts to communicate a business message.

AS10.10.02 Demonstrate the effective use of software and desktop publishing techniques for print and digital desktop publishing projects.

AS10.10.03 Utilize industry production processes for print communications of appropriate quantity and quality.

AS10.10.04 Evaluate the effectiveness of desktop publishing solutions based on project needs.

Attendance

See Student/Parent Handbook for the most recent attendance policies. Attendance for the class is required. It is especially important that students are in class every day to develop their accounting abilities. New concepts are introduced each day and the practice time is vital. Students who are taking the class in the online learning community will be expected to access the class website daily.

Make-up Work

Make-up work and due dates for that work will be given by the teacher upon the student's return to class with a make-up slip. Students with unexcused absences will receive no credit for work or tests missed in class the day(s) of the unexcused absence(s). Make-up work **MUST** be completed within TWO (2) school days of the absence. **It is the student's responsibility to gather and complete any missing assignments.**

Disciplinary Procedure

We will follow the disciplinary procedure as outlined in the Student Handbook.

Expectations and Rules

All students are entitled to learn and develop in a setting which promotes respect for self, others, and property. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. In addition to the Student Responsibilities and Code of Student Conduct outlined in your student handbook the following classroom rules apply:

- Respect yourself, classmates, teachers, staff, substitutes, guests, and your school.
- Be on time for class and come prepared. You will receive a tardy if you are not inside the classroom when the bell rings. (See Tardiness Policy in Handbook.)
- Cell phones are to be stored in the cell phone pocket holder during the class period unless specified by the teacher for instructional purposes only.
- Adhere to all school policies regarding dress code, attendance, etc.
- Students must keep the room and desk areas neat and clean.
- No food or beverages are allowed in the classroom or computer lab.

Source Materials

Adobe Photoshop CS5, Complete Concepts and Techniques, by Shelly Cashman Starks and published by Cengage Learning.

Shelly Cashman Series Introductory Microsoft Office 365 & Publisher 2019; Joy L. Starks

Required Materials

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|------------------|----------------------------------|
| 1. Textbook | 4. School e-mail address |
| 2. Notebook | 5. Internet Access for Moodle |
| 3. Pen or Pencil | 6. USB flash drive (recommended) |

Instruction and Assignments

Class instruction and daily assignments may include but will not be limited to lectures, group work, discussion, vocabulary assignments, practice assignments, written assignments, study guides, etc. Chapter tests are given at the conclusion of each chapter. All assignments given during the course of the chapter are due on the date specified on Moodle unless specific arrangements have been made in advance with me.

Grading Criteria and Course Evaluation

Your grade is determined based upon the percentage of points you earn during the semester and the weights applied to each category. Points are earned through daily assignments, problems, chapter tests, simulations, reinforcement activities and final exams.

Summative Assessments – 75% of Grade – Tests/Labs/Projects

Students are to check the course outline to see when summative assignments are scheduled.

Retakes

1. Students have one opportunity to re-take summative assessments and have five school days to do so.
2. Re-takes will cover the same content but may be in a different format.
3. It is possible to retake sections of the assessment instead of the entire test.
4. Students are expected to initiate a re-take according to the instructor's schedule and must have all formative assessments completed prior to a re-take.
5. A student's re-take score is the final score for the assessment in question.

Formative Assignments – 25% of Grade – Daily Assignments, Apply/Extend/Other

Due dates, along with any pertinent class information are posted on Moodle. Daily outcomes and assignments are also posted on the whiteboard.

Assignments are assessed based on the following submission dates:

<u>Turned in by:</u>	<u>Credit available:</u>
Due Date	Full Credit
Deadline (after due date but before chapter/ unit test)	90% credit
Chapter/Unit Test (if taken within 5 days after due date)	50% credit

Missing assignments are reflected on JMC as MI which means it is late and figured in your grade percentage as a zero but can still be turned for the percentage listed above.

The points you earn are translated to a letter grade based upon the following grading scale:

100 – 94%	A	83 – 80%	B-	69 – 67%	D+
93 – 90%	A-	79 – 77%	C+	66 – 64%	D
89 – 87%	B+	76 – 74%	C	63 – 60%	D-
86 – 84%	B	73 – 70%	C-	below 60%	F

Semester Grade Calculation

Quarter 1 or 3 Grade	45%
Quarter 2 or 4 Grade	45%
Comprehensive Final Exam	10%
<i>One or more unit exams may be included in the final.</i>	

This syllabus is subject to change without notice.

Revised by Dorien Grav on August 11, 2023.

Curriculum Map and Semester Outline

Semester 1		
Unit	Chapter	Topic
Adobe Photoshop	1	Editing a Photoshop Image 1. Start Photoshop and customize the window 2. Open a photo 3. Explain file types 4. Save a photo for print and the web 5. Edit a photo 6. Crop and resize a photo 7. Create a blended border 8. Use Adobe Help Center
	2	Using Selection Tools 1. Explain perspective, layout, and storyboard 2. Describe selection tools 3. Use the marquee tools 4. Move a selection 5. Make transformation edits 6. View states in the History palette 7. Employ the lasso tools 8. Add and subtract from selections 9. Create ruler guides 10. Select objects using the Magic Wand tool

	3	Using Layers <ol style="list-style-type: none"> 1. Save a file in PSD format 2. Create a layer via cut and use the Layers palette 3. Select, name color, hide, and view layers 4. Create a new layer from another image or selection 5. Set layer properties 6. Resize a layer 7. Erase portions of layers and images 8. Use the Eraser, Magic Eraser, and Background Eraser tools 9. Create layer masks 10. Make level adjustments and opacity changes 11. Create a layer style and add a render filter 12. Use the clone stamp tool 13. Flatten a composite image
	4	
	5	Additional Photoshop Activities
Photoshop Exam		
Microsoft Publisher	1	Creating a Flyer <ol style="list-style-type: none"> 1. Using a built-in template 2. Selecting objects and zooming 3. Selecting and entering text 4. Deleting objects 5. Checking the spelling 6. Formatting text 7. Using graphics 8. Resizing, moving, and aligning objects 9. Changing a publication 10. Creating a webpage from a publication
	2	Creating a Trifold Brochure <ol style="list-style-type: none"> 1. Selecting a brochure template 2. Copying, cutting, and pasting 3. Typing paragraphs of text 4. Swapping pictures 5. Resetting pictures and picture styles 6. Shapes 7. Editing the inside panels of a brochure 8. Using stylistic sets 9. Searching for and using online pictures 10. Editing captions 11. Checking the publication 12. Previewing and printing 13. Packing the publication for printing
	3	Designing a Newsletter <ol style="list-style-type: none"> 1. Benefits and advantages of newsletters 2. Editing the masthead 3. Replacing placeholder text using imported files 4. Customizing the ribbon 5. Editing stories in Microsoft Word 6. Changing marginal elements 7. Revising a newsletter 8. Creating a template
	4	Creating a Custom Publication from Scratch

		<ol style="list-style-type: none"> 1. Creating a mailer using a custom-sized publication 2. Creating custom color schemes 3. Creating a custom font scheme 4. Editing graphics 5. Creating and saving building blocks 6. Making picture corrections 7. Adding text effects 8. Using WordArt 9. Modifying paragraph formatting 10. Creating an advertisement 11. Using customized sizes, schemes, and building blocks
	5	<p>Using Business Information Sets</p> <ol style="list-style-type: none"> 1. Creating Letterhead 2. Creating a logo 3. Creating a business information set 4. Using the measurement task pane 5. Creating a new style 6. Customizing the letterhead for interactivity 7. Using the custom letterhead template 8. Creating envelopes 9. Creating award certificates 10. Creating business cards 11. Creating portable files 12. Embedding fonts
	6	<p>Working with Publisher Tables, Calendar, and Excel Functionality Parts</p> <ol style="list-style-type: none"> 1. Applying shape effects 2. Using tables 3. Creating a calendar 4. Editing Master Pages 5. Using Excel Tables
Publisher Exam		
Semester Final		