

Computer Graphics and Design
Instructor: Ms. Rains Room 204
Sacred Heart High School (2009-2010)

Books and Resources:

Basics of Design, Layout & Typography for Beginners by Lisa Graham
Web Design & Desktop Publishing for Dummies by Roger C. Parker

Required Materials:

Notebook, 3-Ring Binder w/ Sheet Protectors, Removable Flash Drive, Pencils, Graph Paper for Layouts

Description:

This course serves to introduce, to the student, basic computer graphic design and typography. Students will use this knowledge to convey messages with design as a complementary format for the written word. Students will demonstrate this knowledge with the production of brochures, flyers, personal and professional letterhead, PowerPoint presentations, print publication layouts, web design, and more. Each student will create his/her own graphic design company that will then be “hired” to create a particular product/design as the basis for each project. This course will also develop the critical eye of the student in evaluating print media from magazines, newspaper, and other publications. Although use of other software programs may be applied, students will be taught to efficiently navigate and operate *Microsoft Publisher, Microsoft Powerpoint, Adobe Illustrator, and Adobe InDesign.*

Course Requirements:

- Students must attend, be prepared, and participate in every class period.
- All students must bring ALL required materials to each class. Failure to do so will result with a 1 point deduction off daily grade.
- Students are to use the entire class for teacher assigned work.
- Students must obey and follow posted Computer Lab procedures pertaining to computer and classroom usage.
- Students should allow no less than 4 minutes at the end of each class to properly save their work and “log-off” of the computer. **STUDENTS MUST “LOG-OFF” AT THE END OF EVERY CLASS PERIOD.** Failure to do so will result with a 1 point deduction off daily grade. Students should only “shut-down” the computer at the end of the school week.
- **Students are not allowed to go on the internet to use email/instant message, or to change any settings on any computer.** *There will be designated times in which students will be giving permission to access the internet as related to their assignment.* If a student is found violating this rule, it will result with an automatic zero for a daily grade.
- Students must save all work to their flash drive. Any work saved directly to the computer has the potential to be deleted. If you are having trouble saving your work to your flash drive, please notify the instructor. *Please take care of your flash drive and do not drop it.*
- Students are responsible for all notes, lectures, tests, quizzes, projects, and assignments that are missed. Assignments that are more than 3 days late will result with a permanent zero.
- Do not print to printer in classroom unless instructed to do so.

Course Gradings:

Projects: 40%

Tests: 30%

Quizzes: 10%

Classwork/Participation: 10%

Homework: 10%