

GRAPHIC DESIGN I & II

PREREQUISITE: Keyboarding

LENGTH: Each section requires 2 semesters



Business Education Goals for Graduates of Graphic Design

- Demonstrate interpersonal, teamwork, and leadership skills necessary to function in multicultural business settings
- Select and apply tools of technology as they relate to personal and business decision-making
- Communicate effectively as writers, listeners, and speakers in social and business settings
- Develop career awareness and related skills to make viable career choices and become employable in a variety of business careers

Course Rationale: This area of instruction provides content for employment in career areas which include graphic arts/desktop publishing skills. Demand in this area will continue to expand as businesses utilize advanced graphic arts skills to increase their production efficiency and improve the creativity and quality of business documents and publications.

Course Description: Students develop proficiency in using graphic arts/desktop publishing software to create a variety of business publications such as flyers, brochures, newsletters, etc.



Overview

You will learn to use desktop publishing software such as Adobe InDesign, Adobe PhotoShop, Dreamweaver, (or GoLive), FlexiSign-Pro, iMovie, and Garageband. Examples of projects may include but not be limited to, calendars, newsletters, menus, notepads, brochures, T-Shirt designs, mousepad designs, houseplans, web pages, vinyl signs and banners, as well as, sound and video files. Many projects will require cooperative teams. You will also be required write a research paper on Internet use and Ethics in addition to researching graphic design careers and developing a resume and cover letter.

Portfolio

You will create and maintain an electronic portfolio. Your portfolio will contain artifacts from Graphic Design as well as artifacts from other academic and/or extracurricular areas. Additionally, hardcopy materials will need to be kept in an organizer identified with your name and housed in the designated place assigned to you by the instructor.

Daily Work

Daily coursework will include working from a textbook to learn the software. Once software has been mastered, projects will be assigned. Scoring guides and information sheets will be handed out at the beginning of each project. Although you will work at your own pace, it is important that you stay on task in order to complete work on time.



Deb Zoglmann
dzoglmann@nevada.k12.mo.us

Nevada Regional Technical Center
If you have any questions.

conference time 7:45-8:45
417-448-2090





Rules

Respect yourself. Respect this place. Respect each other.

The rules as outlined in the Nevada Regional Technical Center handbook will be followed at all times. You are expected to maintain a neat work area, stay on task, be respectful, and take care of equipment and furniture.

Printing/Copyright

Students must obtain permission to print documents. Graphics used on projects or printed will be free from copyright. If in question, ask and I will help you check.



Internet and I-drives

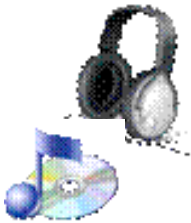
You will have I-drive space available on the Nevada R-5 server to be used for electronic storage space for school purposes only. Additionally, it is suggested that you purchase a CD and CD case to store you information.

The Internet is available for use with permission from the instructor. You are expected to follow all acceptable use policies for computer usage. Failure to do so will result in revoked computer privileges, removal from the class, and loss of credit for the course.



Music

Students will be allowed to listen to music while they work provided they are caught up on all work. Students will need to provide their own headphones and music will be school appropriate.



Student Organizations

Graphic Design students have the opportunity to participate in the student organization Future Business Leaders of America (FBLA). This organization offers opportunities for students to socialize, learn, and compete at district, state, and national levels.



D.E.A.R.

Every Friday at the end of class, all students and adults at NRTC will participate in a sustained silent reading activity—Drop Everything and Read—for 30 minutes. Students may bring their own reading material from home or they may check out reading material from the NRTC library.



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Make-up and Late Work Policy

Students will be allowed two days for every day they have an excused absence to make up assignments. Late work will be accepted until one week prior to the last day of the quarter it was assigned. Students will receive a grade equal to 75% of the grade the student would have earned if the assignment was turned in on the actual due date,. Deadlines for late work are:

1st Qtr—Friday, October 12, 2007

2nd Qtr—Friday, December 14, 2007

3rd Qtr—Friday, March 14, 2008

4th Qtr—Wednesday, May 21, 2008

Individual circumstances may warrant modifications of these policies.

THE GRADING SCALE WILL BE AS FOLLOWS:

A	96-100%	B+	87-89%	C+	77-79%	D+	67-69%
A-	90-95%	B	84-86%	C	74-76%	D	64-66%
		B-	80-83%	C-	70-73%	D-	60-63%
GRADES 59% AND BELOW WILL RECEIVE AN F							

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