Office Application System
Desktop Publishing

GBA361.01   **10-12 (Period 2)**   **Summer 2008**

General Comments

This course is designed to teach you through on-hands experience the basic concepts of desktop publishing. You do no need any previous knowledge of the software that will be used. A great amount of leeway is allowed for individual creativity. In fact, you are encouraged to be creative, to try different things and see how they will work.

Text

All text materials will be furnished by your instructor.

Grading

The course is set up in four units with each unit containing daily work and a project. Each exercise in the units has a point value. The grade is based on total points earned for work satisfactorily completed within the due dates.

A=400 points   C=240 points
B=320 points   D=150 points

A due date for each unit is shown on the Daily Work and projects sheet attached to the left side of your folder.

As your instructor, I check each piece of work as it is turned in recording my comments for you. No grade is placed on any work; if it is not acceptable, you will be asked to modify and resubmit the work. [Note: To receive an "A" in the course, every exercise must be completed and by the established due date]

Attendance

You are expected to attend class regularly and be on time for each class. Three hours of absences (*two class periods*) are permitted without penalty. Four tardies or leaving class early four times (*or a combination of four*) count as an absences.
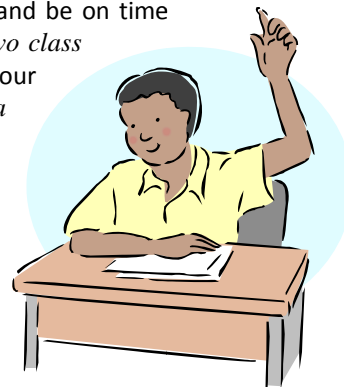
Any absences above three hours will result in a course grade reduction as follows: up to 6 total hours=one letter grade reduction, between 6 and 9 hours=two letter grades reduction; over 9 total hours of absences=F.

Since the course has no tests. I expect most of your work to be done in class where I can see you working on each exercise. That means attendance is very important.

Course Objectives

Students will:

1. Learn the basic concepts of desktop publishing.

2. Develop, by hands-on experience, a proficiency in using desktop publishing features of the software used.

3. Use individual creativity in designing and formatting unique documents, such as flyers, announcements, charts, graphs, certificates, newsletters, menus, stationery, cards, etc., that might be needed in the business setting.

Student Absences
On Religious Holy Days

In accordance with University Policy 861001, a student desiring to absent herself/himself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable time frame in which the missed assignments and/or examinations are to be completed.

Students with Disabilities

It is the policy of Sam Houston State University to adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. Any student seeking accommodations as a result of a disability(s) must register with Sam Houston State University Services for Students with Disabilities (*SSD*) at the Counseling Center located in the Lee Drain Annex (*Phone: 936.294.1720*).

Work Ethics

Students are expected to do their own work on all exercises. Any students submitting another individual's work as their own will receive no credit for the assignments and a possible lowering of their course grades. Any students doing the assignments for other students or allowing other students to use their work come under the same grade loss and grade reduction actions.

Instructor

Harold A. Hurry
- Office: SHB 200H
- Phone: 936.294.1291
- Fax: 936.294.3074
- Email: gba_hah@shsu.edu

Office Hours

Monday	1-3
Tuesday	1-3
Wednesday	1-3
Thursday	1-2
Friday	By Appointment

Special Notes

Cell Phones: Please turn off all cell phones. Cell phone use is not permitted during class, including Text Messaging.

Listening Devices: Such devices are not permitted during the class time unless specific permission is given by the instructor.