

CENTRAL HIGH SCHOOL
YEARBOOK PUBLICATIONS
MRS. GAIL SCOGGAN
COURSE SYLLABUS

Course Description:

This course will teach the skills of effective verbal and visual communication as well as time, money, and human resource management skills. Students will also be able to produce a yearbook after they have mastered terms and procedures involved with planning and producing such a publication. Extra-curricular assignments including photography, reporting, fund-raising, and sales are required as part of the yearbook production process.

Course Objectives:

Upon the successful completion of this course, students will be able to:

1. Use Adobe InDesign CS3 to design, edit and place images on pages
2. Work with a team managing a budget, meet deadlines, and keep records
3. Take pictures and burn CDs using a Digital camera
4. Sell advertisements to local businesses to support the cost of production
5. Design an ad campaign to sell yearbooks to students

Required Class Materials:

Pocket folder and flash drive. 4GB should be sufficient.

Course Outline:

1. Students will learn to work together as a team.
2. Students will learn to sell advertisements to local businesses.
3. Students will learn to use the digital camera to take pictures.
4. Students will work together on an ad campaign to sell yearbooks to the student body.
5. Students will learn to use Adobe InDesign CS3
6. Students will learn to design pages, place images, and insert copy on yearbook pages.
7. Students will learn what is needed to meet a deadline.

Grading:

Pass/Fail

Class Policies & Procedures:

Students are to be on time and in assigned seat.

Students are to stay on task.

Students are not allowed to go on the Internet, play games, use other programs not instructed in.

Restroom use will be limited and restricted to only those with time trackers.

Computers are not to be written on or tampered with.

Miscellaneous:

Students will be required to take pictures at extra curricular events in the evenings and on weekends as assigned. Students will be assigned a list of businesses to contact to sell advertisements to in order to support the cost of the yearbook.

Students will have 4 deadlines to meet during the 2nd semester. This may require some extra hours before or after school.

Instructor Contact: (Days and times of availability, phone numbers, emails, etc.)

Monday-Friday 8:00 a.m.-3:30 p.m.

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