

ND BUSINESS EDUCATION FRAMEWORKS

Desktop Publishing

Course Code	Course Name/Description	Grade Levels	Accreditation Time/Credit Options
14098	Desktop Publishing - This course is designed to use desktop publishing software to create publications such as newsletters, banners, catalogs, brochures, letterheads, business cards, and programs. They will learn design techniques using multimedia integration, formatting skills, page layout, and templates. Students will explain the purposes, functions, and common features of desktop publishing software.	9-12	¼, ½ or 1
Topic	Standards		
Ethical Use of Technology	<ul style="list-style-type: none"> • Discuss copyright rules and regulations (e.g., images, music, video, software) (8.11.1.3) • Explain plagiarism and its consequences (8.11.1.4) • Demonstrate legal and ethical behaviors when using information technology (8.11.1.5) • Explain the consequences of illegal and unethical use of information technology (8.11.1.6) • Demonstrate the appropriate use of intellectual property (8.11.1.7) • Identify privacy issues within an organization (8.11.1.8) • Apply appropriate federal and state laws pertaining to privacy (8.11.1.9) • Adhere to and apply organizational policies for privacy and intellectual property (8.11.1.10) • Identify and explain property, privacy, access, and accuracy issues pertaining to information technology (8.11.1.11) • Implement organization policies and procedures for ethics and privacy (8.11.1.14) 		

	<ul style="list-style-type: none"> • Read, interpret, and adhere to software license agreements and legal mandates (8.11.1.15)
Purpose of the documents	<ul style="list-style-type: none"> • Identify and apply principles and techniques of publication design (8.4.5.10)
Desktop Publishing terminology	<ul style="list-style-type: none"> • Explain the meaning of common presentation and multimedia software and terminology (8.4.4.4) • Explain the meaning of common desktop publishing terms (8.4.5.7)
Layout of a page, Design	<ul style="list-style-type: none"> • Identify and apply principles and techniques of publication design (8.4.5.10) • Demonstrate knowledge of the principles of graphic design and layout (8.4.5.11) • Create and apply custom colors (8.4.5.15)
Formatting	<ul style="list-style-type: none"> • Write coherent business messages, instructions, descriptions, summaries, and reports using appropriate formats (4.1.3.11) • Prepare formal and informal reports using suitable format and supplementing with appropriate graphics (4.1.3.24) • Compose and produce a variety of business messages and reports (e.g., letters, memos, faxes, envelopes, and labels) using correct style, format, mailability and content (4.1.3.28) • Edit business documents to improve content and effectiveness (4.1.3.36) • Set up and apply type styles, paragraph formats, and tabs/indents (8.4.5.2) • Identify principles and techniques of publication design (8.4.5.3) • Utilize creative techniques to design simple publications (8.4.5.4)
Publications such as newsletters,	<ul style="list-style-type: none"> • Use presentation and multimedia software to design, create, import (e.g., data, graphics, scanned images, sound, video), edit, format, sequence, and produce a variety of presentations (8.4.4.2)

<p>banners, catalog, brochures, letterheads, cards, menus, business cards, flyers, calendars, programs, postcards, etc.</p>	<ul style="list-style-type: none"> • Explain the purposes, functions, and common features of desktop/presentation and multimedia software (8.4.4.5)/ (8.4.5.8) • Identify principles and techniques of presentation and multimedia design and delivery (8.4.4.6) • Identify and select various software and hardware appropriate for multimedia tasks (8.4.4.7) • Use various forms of software and hardware to create and modify images (8.4.4.8) • Create templates, scripts, and macros (8.4.4.10) • Create documents using a desktop publishing software (8.4.5.1) • Identify principles and techniques of publication design (8.4.5.3) • Utilize creative techniques to design simple publications (8.4.5.4) • Demonstrate knowledge of desktop publishing templates (8.4.5.5) • Create documents using integrated software (8.4.5.9) • Create visuals using desktop graphics software (8.4.5.12) • Utilize creative techniques to design complex publications (8.4.5.13) • Use desktop publishing software to design, create, import (e.g., data, graphics, scanned images) format, and produce a variety of publications (8.4.5.14) • Design a publication, from creation to completion, using a variety of file formats,(e.g., word processing and graphics) (8.4.5.17) • Use a variety of references and resources (both printed and digital) when writing business documents (4.1.3.23)
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Using multimedia integration	<ul style="list-style-type: none"> • Use a digital camera to capture, retrieve, and use images within an application (8.4.4.3) • Integrate scanned images (8.4.5.6) • Integrate word processing documents into desktop publishing (8.4.5.16) • Design a publication, from creation to completion, using a variety of file formats,(e.g., word processing and graphics) (8.4.5.17) • Integrate functions of word processing, database, spreadsheet, and presentation applications (4.3.1.9)
Proofreading	<ul style="list-style-type: none"> • Use acceptable standards for grammar, punctuation, and word and number usage (4.1.3.8) • Proofread documents to ensure correct grammar, spelling, and punctuation (4.1.3.12) • Apply a variety of specific proofreading techniques to identify and correct errors (4.1.3.18) • Compare drafts to final documents and make editorial changes (4.1.3.19) • Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous (4.1.3.20)