

## CTE Course Description and Standards Crosswalk

- The information on page 1 must be entered directly into the EED CTE Web Portal ( log in at <https://www.eed.state.ak.us/tls/cte/perkins> with your district credentials)
- Then this entire form can be submitted by using the “Click here Provide Supporting Documentation” link on the Web Portal, or by emailing it to [ctegrants@alaska.gov](mailto:ctegrants@alaska.gov).

### Basic CTE Course Information

Course Information	
Course Name	Desktop Publishing 1
Course Number	BB755
Number of High School Credits	.5
Sequence or CTEPS (You must first have the Sequence or CTEPS name put into the system.)	Arts, A/V Technology & Communications Business Management Information Technology, Business, A/V Comm
Occupational Standards	
Source of Occupational Standards	Adobe Microsoft Office Specialist National Business Education Association Standards
Names/Numbers of Occupational Standards	Adobe Microsoft Office Specialist (MOS)
Registration Information	
Course Description (brief paragraph – as shown in your student handbook or course list)	This course is designed to provide students with the fundamental computer and software skills to create visual displays of ideas and information. Projects may be for desktop or commercial printing, or electronic distribution including pdf, multi-media presentations, newsletters, 3-panel brochures, etc. Students will use digital media to communicate and work collaboratively to publish print and web documents. Students earning a B or better are eligible for 1 college credit as part of the Tech Prep agreement. Journalism skills will be developed.
Instructional Topic Headings (please separate each heading by a semi-colon)	Choose appropriate software for the specific tasks, Use page layout software, Compare and contrast print versus web publishing, Use design principles, elements, and image composition, Use of peripherals, digital cameras, CD/DVD burners, scanners, printers, Use of graphic editing software, Legal issues for ethics/liability
Summative Assessments and Standards	
Technical Skills Assessment	Y
Course addresses Alaska GLEs	Y
Course addresses Employability Standards	Y
Course addresses Cultural Standards	Y
Course addresses All Aspects of Industry (AAI)	Y
Career & Technical Student Organization (CTSO)	

**DISTRICT NAME: Kenai Peninsula School District**

CTSO associated with this course	Skills USA
<b>Tech Prep</b>	
Current Tech Prep Articulation Agreement? (Y/N)	Yes
Date of Current Agreement	April 2012
Postsecondary Institution Name	UAA-KPC
Postsecondary Course Name	Desktop Publishing I
Postsecondary Course Number	CIOS A154B
# of Postsecondary Credits	1

### Additional CTE Course Information

<b>Author</b>	
Course developed by	KPBSD
Course adapted from	Previous Version
Date of last course revision	November 2010
<b>Course Delivery Model</b>	
Is the course brokered through another institution or agency? (Y/N)	No
<b>Certificate, Credential, or License</b>	
Industry-recognized skill certificate, credential, or state license that a student is eligible for upon successful completion of the course?	Word 2010 Expert-Microsoft Office Specialist (MOS) Adobe Communications
Issuing body/organization/agency	Microsoft Corporation, Adobe

**Standards Alignment**

<b>Student Performance Standards (Learner Outcomes or Knowledge &amp; Skill Statements)</b>	<b>Specific Occupational Skills Standards</b>	<b>Alaska Reading, Writing, Math, &amp; Science Standards</b>	<b>Alaska Employability Standards</b>	<b>Alaska Cultural Standards</b>	<b>All Aspects of Industry</b>	<b>Formative Assessment</b>
1. Describe jobs in data processing, word processing, printing, publishing, Internet, and web design occupations.	NBEA ISS.16	R2.9b W3.3	B.2	C4		Written Exam
2. Explain terms and principles associated with software and equipment.		R2.9b W3.3	A2	D5	Tech. Skills	Written Exam
3. Contrast different types of computer related-equipment.	NBEA ISS.1	R2.9b W3.3	A2	E4	Tech. Skills	Written Exam
4. Demonstrate file management strategies	NBEA ISS.5		A2	E4		Demonstration
5. Explain terms and principles associated with document creation.		R2.9b W3.3	A2	E4	Tech. Skills	Written Exam
6. Explain and demonstrate the use of graphic software.	NBEA ISS.8		A2		Technical	Demonstration
7. Demonstrate proficient use of scanners, digital cameras, CD burners, and printers.	NBEA ISS.1		A2	B4	Technical	Demonstration
8. Convey long-term consequences of publication actions with regard to ethical and legal issues.	NBEA B12 B14 IT XVI	R.2 W.4	A.1 A5 A7	E7	Tech / Prod PC	Society of Professional Journalists: Ethics

**Instructional Resources**

**List the major instructional resources used for this course: (websites, textbooks, essential equipment, reference materials, supplies)**