

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.

Basic CTE Course Information

Course Information	
Course Name	Desktop Publishing 2
Course Number	BB760
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 expand and refine the basic skills learned from Desktop Publishing 1 in order to prepare students for job-entry in the electronic desktop publishing field. Students will be taught skills needed to integrate text and graphics using graphic design and electronic page assembly software to produce professional-quality publications. 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 specific tasks, Use page layout/document creation, Compare and contrast print versus web publishing, Use design principles and elements of composition for digital photos, Use 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	BPA
Tech Prep	
Current Tech Prep Articulation Agreement? (Y/N)	Y
Date of Current Agreement	April 2012
Postsecondary Institution Name	UAA-KPC
Postsecondary Course Name	Web Graphics
Postsecondary Course Number	CIOS 156
# of Postsecondary Credits	1

Additional CTE Course Information

Author	
Course developed by	KPBSD
Course adapted from	Earlier version
Date of last course revision	November 2010
Course Delivery Model	
Is the course brokered through another institution or agency? (Y/N)	No
Certificate, Credential, or License	
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

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standards	Alaska Reading, Writing, Math, & Science Standards	Alaska Employability Standards	Alaska Cultural Standards	All Aspects of Industry	Formative Assessment
1. Use desktop publishing software to design, create, and import data / graphics / scanned images to format a variety of publications.	NBEA ISS.8	R3.6	A2	B.4	Technical Skills	Lab Assignments
2. Describe the functions of hardware components required for desktop publishing.	NBEA ISS.1	W3.3	A2	D5	Technical Skills	Written Exams
3. Explain the purposes, functions, and features of desktop publishing software.	NBEA ISS.8	W3.3	A2	D5	Prin. of Tech	Written Exams
4. Describe desktop publishing concepts.	NBEA ISS.8	W3.3	A5	E4	Prin. of Tech	Written Exams
5. Explain the meaning of common desktop publishing terms.		W3.3	A1	E4	Prin. of Tech	Written Exams
6. Identify editing tools	NBEA ISS.8	W3.3	A2	E4	Prin. of Tech	Written Exams
7. Identify and apply principles and techniques of publication design.	NBEA ISS.8	R3.6	A2	E4	Prin. of Tech	Lab Assignments
8. Organize and maintain directories and files within the operating system.	NBEA ISS.4	R3.6	A2	E4	Prin. of Tech	Lab Assignments
9. Identify copyright issues as they relate to desktop publishing.	NBEA ISS.13	W3.3	A7	E7	Prin. of Tech	Written Exams
10. Convey long-term consequences of publication actions with regard to ethical and legal issues	NBEA B12 B14 IT XVI	R.2 W.4	A1 A5 A7	E7	Tech / Prod PC	Society of Professional Journalists: Ethics

Instructional Resources

DISTRICT NAME: Kenai Peninsula School District

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

Adobe Classroom in a Book Series

Word Press: [Http://www.wordpress.org](http://www.wordpress.org)