

DESKTOP PUBLISHING/1 (90 Hours)

Course No.: 70-55-70

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. **ORIENTATION** (5 hrs)

- _____ 1. Course objectives & certificate requirements
- _____ 2. Conduct in class and in work environment
- _____ 3. Class and workplace emergency procedures
- _____ 4. Importance of regular attendance
- _____ 5. Importance of participation in class activities
- _____ 6. Cal/OSHA safety procedures for job/industry
- _____ 7. Safety test

B. **GRAMMAR** (10 hrs)

- _____ 1. Identify the eight parts of speech
- _____ 2. Proper use of adverbs and adjectives
- _____ 3. Identify run-on sentences and fragments
- _____ 4. Usage of homonyms/synonyms/antonyms
- _____ 5. Discuss subject/verb agreement
- _____ 6. Proper usage of prepositions & conjunctions
- _____ 7. Phrases, clauses, sentences and paragraphs
- _____ 8. Importance of correct spelling in document
- _____ 9. Importance of correct punctuation in doc
- _____ 10. Objective test on correct grammar

C. **COMPUTER OPERATING SYSTEMS** (5 hrs)

- _____ 1. Parts of various computer operating systems
- _____ 2. Functions of computer operating systems
- _____ 3. Use of file management & directory services
- _____ 4. Windows setup and display features
- _____ 5. Troubleshoot problems w/ various systems

D. **WORD PROCESSING, SPREADSHEETS, AND DATABASE MANAGEMENT** (5 hrs)

- _____ 1. Creating document, spreadsheet, database
- _____ 2. Saving document, spreadsheet, database
- _____ 3. Printing document, spreadsheet, database
- _____ 4. Procedures for manipulating text and data

- _____ 5. Procedures for checking word usage & spelling
- _____ 6. Create text boxes, graphic boxes, tables, charts

E. **DESKTOP PUBLISHING** (20 hrs)

- _____ 1. Historical development of industry
- _____ 2. Professional desktop publishing software
- _____ 3. Define desktop publishing terminology
- _____ 4. Basic elements of design
- _____ 5. Basic principles of design
- _____ 6. Elements of page layout, balance and style
- _____ 7. Measurements used in industry
- _____ 8. Converting inches to picas, points and pixels
- _____ 9. Types of desktop publishing product/output
- _____ 10. Analyze flyers for layout, balance and style
- _____ 11. Analyze posters for layout, balance and style
- _____ 12. Analyze banners for layout, balance and style
- _____ 13. Analyze labels for layout, balance and style
- _____ 14. Analyze schedules for layout, balance and style
- _____ 15. Analyze brochures for layout, balance & style
- _____ 16. Analyze catalogs for layout, balance and style
- _____ 17. Selecting materials for different audiences

F. **TYPOGRAPHY** (5 hrs)

- _____ 1. Definitions related to industry
- _____ 2. The history of typography
- _____ 3. Identify type families, categories, attributes
- _____ 4. Effect on document by making aspect changes
- _____ 5. Manipulation of text vertically/horizontally
- _____ 6. Create flyer incorporating required features

G. **DESKTOP PUBLISHING SOFTWARE** (20 hrs)

- _____ 1. Creating, saving, printing a publication
- _____ 2. View publication at various screen magnification
- _____ 3. Demo use of text/graphics/layers/groups
- _____ 4. Setting page attributes

- _____ 5. Working with the font attributes
- _____ 6. Working with aspects of page formatting
- _____ 7. Demo ability to manipulate graphics
- _____ 8. Demo object linking techniques
- _____ 9. Demonstrate embedding techniques
- _____ 10. Demo use of image formats
- _____ 11. Use of variety of color formats
- _____ 12. Process color versus spot color
- _____ 13. Color matching libraries
- _____ 14. Perform tasks related to competency

H. GRAPHICS SOFTWARE (15 hrs)

- _____ 1. Different attributes of graphics programs
- _____ 2. Create, import, save, and print graphic image
- _____ 3. View graphic at different magnifications
- _____ 4. Cut, copy, & paste within & between images
- _____ 5. Cut, copy, & paste within/between programs
- _____ 6. Use of each of the tools in the toolbox
- _____ 7. Create a drawing using tools in toolbox
- _____ 8. Organize artwork into layers
- _____ 9. Create textures using airbrush tool
- _____ 10. Manipulate a graphic with basic textures
- _____ 11. Paint and fill an image with color
- _____ 12. Create flyer incorporating required features

I. EMPLOYABILITY SKILLS (5 hrs)

- _____ 1. Jobs that require desktop publishing skills
- _____ 2. Design sample résumé
- _____ 3. Job skills specific to various positions
- _____ 4. Plans for seeking employment
- _____ 5. Identify sources to find potential employers
- _____ 6. Importance of accuracy on a job application
- _____ 7. Complete job application correctly
- _____ 8. Importance of punctuality on a job
- _____ 9. Importance of positive attitude on a job
- _____ 10. Importance of enthusiasm on a job
- _____ 11. Appropriate appearance on a job
- _____ 12. Cleanliness and neatness on a job
- _____ 13. Importance of upgrading of skills on a job
- _____ 14. Using customer service to build relationships