

DESKTOP PUBLISHING/2 (90 Hours)

Course No.: 70-55-75

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. **INTRODUCTION** (2 hrs)

- _____ 1. Course objectives & certificate requirements
- _____ 2. Rules of conduct in class/work environment
- _____ 3. Class & workplace emergency procedures
- _____ 4. Importance of regular attendance
- _____ 5. Importance of participation in class activities
- _____ 6. OSHA safety procedures: desktop publishing
- _____ 7. Pass a safety test with 100 % accuracy

B. **GRAMMAR REVIEW** (5 hrs)

- _____ 1. Review eight parts of speech
- _____ 2. Proper usage of adjectives and adverbs
- _____ 3. Sentence fragments and run-on sentences
- _____ 4. Synonyms/antonyms/homonyms
- _____ 5. Subject /verb agreement
- _____ 6. Proper usage of prepositions & conjunctions
- _____ 7. Demo proper written communications
- _____ 8. Importance of correct spelling in document
- _____ 9. Importance of correct punctuation
- _____ 10. Pass an objective test using correct grammar

C. **DESKTOP PUBLISHING** (25 hrs)

- _____ 1. Historical development: desktop publishing
- _____ 2. Desktop publishing terminology
- _____ 3. Appropriate publication for specific audience
- _____ 4. Basic elements of design
- _____ 5. Basic principles of design
- _____ 6. Quality based on elements/design principles
- _____ 7. Use of computer clip art/borders
- _____ 8. Scanning photographs into computer
- _____ 9. Software to create form/graphic/letterhead

D. **JOB PLANNING AND DEVELOPMENT** (20 hrs)

- _____ 1. Review listed measurement scales
- _____ 2. Differences between listed layouts
- _____ 3. Use type book to identify typefaces
- _____ 4. Elements of composition and formatting

E. **PASTE-UP** (20 hrs)

- _____ 1. Principles of design & paste-up applications

- _____ 2. Use of preprinted type: borders/clip art
- _____ 3. Steps in producing listed jobs
- _____ 4. Apply crop marks/guidelines/register marks

F. **PROOFREADING AND EDITING** (10 hrs)

- _____ 1. Marks/techniques used in correcting copy
- _____ 2. Procedures to check proof against original
- _____ 3. Make corrections using standard proof marks
- _____ 4. Read proofs with/without copyholder

G. **RESOURCE MANAGEMENT** (2 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Resource management in desktop publishing
- _____ 3. Examples of effective management
- _____ 4. Benefits of effective resource management

H. **EMPLOYABILITY SKILLS REVIEW** (3 hrs)

- _____ 1. Requirements for entry level jobs in field
- _____ 2. Employer requirements in employee
- _____ 3. Knowledge of tools & materials used
- _____ 4. Design sample resume
- _____ 5. Develop portfolio of publishing projects
- _____ 6. Update data on potential employers
- _____ 7. Importance of clear/legible application
- _____ 8. Complete sample job application form
- _____ 9. Enthusiasm on a job
- _____ 10. Appropriate appearance on a job
- _____ 11. Continuous upgrading job skills
- _____ 12. Customer service to build business

I. **ENTREPRENEURIAL SKILLS** (3 hrs)

- _____ 1. Define entrepreneurship
- _____ 2. Characteristics of successful entrepreneurs
- _____ 3. Contributions of entrepreneurs to industry
- _____ 4. Purpose and components of business plan
- _____ 5. Personal goals prior to starting a business
- _____ 6. Money investment in business opportunity
- _____ 7. Licensing needs for desktop publishing field
- _____ 8. Scenario w/student as owner of business