

# DESKTOP PUBLISHING

**MIS03 14098**

*Students in Desktop Publishing will 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.*

**Credit** ¼, ½, OR 1 credit  
Max credit = 1

**Level** Grades 9-12

*Prerequisite: Keyboarding or equivalent skill*

*-These are the standards/competencies taken from the larger Business Education document that are the bare minimum to be covered in the class in any school using this MIS03 code.*

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Standard 4	<b>COMMUNICATION</b>
<b>FOUNDATIONS OF COMMUNICATION</b>	
Topic 4.1	Listen actively, use the communication process, read and research information, and integrate technology to enhance communication effectiveness.
<b>Student Competencies</b>	
	<i>BASIC COMMUNICATION PROCESS</i>
	4.1.14 Choose content appropriate for the purpose and audience.
	4.1.16 Select an appropriate medium to deliver the message.
	<i>TECHNOLOGY</i>
	4.1.47 Apply proper etiquette when communicating using technology.
	4.1.50 Integrate functions of word processing, spreadsheets, databases, and presentation applications to various workplace scenarios.
	4.1.51 Refine documents using spell check, thesaurus, and grammar check tools.
	4.1.57 Compose informal and formal messages using technology tools.
	4.1.59 Enhance documents by using advanced layout, design, and graphics.
	4.1.63 Identify and utilize techniques to protect confidential messages that are transmitted digitally.

SPOKEN COMMUNICATION		
Topic 4.4 Demonstrate professional speaking techniques and strategies.		
Student Competencies		
	<i>PRESENTATIONS</i>	
	4.4.18	Use appropriate techniques to organize speeches and presentations.
	4.4.21	Deliver presentations for various purposes.
	4.4.22	Use transitions for a seamless and well-organized delivery in individual and team presentations.
	4.4.24	Use multiple technology tools to deliver presentations.
	4.4.26	Use feedback to improve presentation performance.
	4.4.28	Use appropriate nonverbal communication skills.
	4.4.32	Use proper techniques to deliver professional business presentations.
	4.4.35	Consider how the use of handouts will impact presentations.
	4.4.37	Respond skillfully and professionally to audience questions.

Standard 7	<i><b>INFORMATION TECHNOLOGY</b></i>	
<b>DIGITAL CITIZENSHIP</b>		
<b>Topic 7.3</b>	<b>Demonstrate respectful, responsible, inclusive, and ethical behavior in a digital world.</b>	
	<b>Student Competencies</b>	
	7.3.4	Discuss and apply Internet safety practices.
	7.3.5	Identify how social media is used to learn across the curriculum.
	7.3.8	Demonstrate respectful and responsible use and creation of media and technology.
	7.3.9	Demonstrate the appropriate and legal use of intellectual property.
	7.3.12	Demonstrate appropriate etiquette when using information technologies.
	7.3.15	Recognize the importance of one’s digital footprint and manage it professionally.
<b>OPERATING SYSTEMS</b>		
<b>Topic 7.5</b>	<b>Identify, evaluate, select, install, use, upgrade, and customize operating systems. Diagnose and solve problems with various types of operating system utilities.</b>	
	<b>Student Competencies</b>	
	7.5.1	Navigate the basic operating system.
	7.5.2	Manage local and cloud-based files and folders.
	7.5.10	Identify and use appropriate help resources (e.g., help desks, online help, and manuals) to install, configure, upgrade, diagnose, and repair operating systems and utilities.
<b>INPUT TECHNOLOGIES</b>		
<b>Topic 7.6</b>	<b>Use various input technologies to enter and manipulate information appropriately.</b>	
	<b>Student Competencies</b>	
	7.6.1	Select appropriate input technology to optimize performance.
	7.6.2	Apply a variety of input technologies to maximize productivity.
	7.6.3	Use a variety of input technologies to optimize academic and workplace performance.
	7.6.4	Create media using a variety of input technologies.
<b>APPLICATIONS</b>		
<b>Topic 7.7</b>	<b>Identify, evaluate, select, install, use, upgrade, troubleshoot, and customize applications.</b>	
	<b>Student Competencies</b>	
	7.7.14	Obtain software industry certification(s) needed for a chosen career path.
	7.7.15	Demonstrate the transferability of skills between applications.
	7.7.16	Diagnose and solve application problems.

<b>PROJECT MANAGEMENT AND SYSTEMS ANALYSIS</b>		
<b>Topic 7.11</b>	<b>Analyze and design projects and information systems using appropriate management and development tools.</b>	
	<b>Student Competencies</b>	
	7.11.2	Use project management to complete projects across the curriculum.
	7.11.3	Build timelines for projects.
	7.11.4	Apply project management concepts for collaborative works projects.
<b>END-USER SUPPORT AND TRAINING</b>		
<b>Topic 7.16</b>	<b>Develop the technical and interpersonal skills and knowledge to train and support a diverse user community.</b>	
	<b>Student Competencies</b>	
	7.16.1	Work in a team to solve problems and share knowledge.
	7.16.4	Develop technical writing, digital communication, and presentation skills to work effectively with global cultures and diverse individuals.
	7.16.5	Develop critical thinking skills to locate resources to solve problems.
	7.16.6	Develop interpersonal skills.
	7.16.7	Use information technologies to facilitate learning.
	7.16.8	Explore online learning opportunities.
	7.16.16	Explain the need for lifelong learning and professional growth.
<b>INFORMATION TECHNOLOGY CAREERS</b>		
<b>Topic 7.18</b>	<b>Explore career opportunities in information technology.</b>	
	<b>Student Competencies</b>	
	7.18.1	Identify information technologies commonly used in all careers.
	7.18.2	Discuss the impact of information technology on all careers.
	7.18.3	Identify common tasks performed in information technology careers.
	7.18.4	Identify and explore career opportunities in information technology.
	7.18.5	Examine education, experience, skills, and personal requirements for careers in information technology.
	7.18.6	Describe the impact of technological change on information technology positions and the resulting need for lifelong learning.
	7.18.8	Identify the benefits of industry certifications and higher education for various information technology careers.