

ND BUSINESS EDUCATION FRAMEWORKS

Desktop Publishing

Course Code	Course Name/Description	Grade Levels	High School Credit Options
14098	Desktop Publishing: Students 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.	9-12	1/4, 1/2 or 1
Topic	Performance Expectations		
Ethical Use of Technology	<ul style="list-style-type: none"> • Discuss copyright rules, creative commons, and regulations (e.g., images, music, video, software) (7.2.1.6) (Level 1) • Explain plagiarism and its consequences (7.2.1.7) (Level 1) • Explain the consequences of illegal and unethical use of information technologies (7.3.1.7) • Demonstrate the appropriate and legal use of intellectual property (7.3.1.9) • Demonstrate legal and ethical behaviors when using information technologies (7.3.1.10) • Review acceptable use policies for legal and ethical use of information (7.3.1.14) • Implement organization policies and procedures dealing with legal and ethical issues (7.3.1.18) • Compare and contrast various types of license agreements (e.g., open source, multiple license agreements, single-use installation, site license) (7.3.1.19) • Read, interpret, and adhere to software license agreements and legal mandates (7.3.1.20) • Analyze legal and ethical dilemmas within the framework of current laws and legislation (e.g., virus development, hacking, threats, phishing) (7.3.1.21) • Identify and discuss privacy issues within an organization (7.15.1.1) 		
Formatting	<ul style="list-style-type: none"> • Compose informal and formal messages using technology tools (4.1d.1.23) • Compose reports and summaries using appropriate documentation styles (4.3b.1.8) • Apply correct formats to various business messages (4.3b.1.12) 		

	<ul style="list-style-type: none"> • Compare and contrast the effectiveness of communication methods used in business (6.1c.1.15) (Level 4)
Publications	<ul style="list-style-type: none"> • Use basic applications (word processing, spreadsheets, presentations, and graphics (4.1d.1.5) (Level 1) • Integrate functions of word processing, spreadsheets, database, and presentation applications to various workplace scenarios (4.1d.1.16) • Enhance documents through the use of advanced layout, design, and graphics (4.1d.1.25) • Use technology to complete complex business projects (4.1d.1.30) • Identify hardware components appropriate for specific tasks (7.4.1.1) • Use a variety of input technologies to optimize academic and workplace performance (7.6.1.6) • Produce projects that include a variety of media (e.g., images, text, video, web-based tools, and audio (7.7.1.3) • Identify, evaluate, and select software specific to an organizational function and/or industry (7.7.1.21) • Explore current and emerging digital media (7.8.1.1) • Select and apply digital media appropriate for specific tasks (7.8.1.2) • Identify and apply appropriate design concepts (7.9.1.2)
Proofreading	<ul style="list-style-type: none"> • Use correct spelling, grammar, word and number usage, punctuation and formatting (4.3a.1.1) (Level 1) • Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous (4.3a.1.16) • Apply a variety of specific proofreading techniques to identify and correct errors (4.3a.1.24) • Compare drafts to final documents and make editorial changes (4.3a.1.25)