

CTE Course Description and Standards Crosswalk

Course Information

Course Name	Desktop Publishing: InDesign
Course Number	83200
Number of High School Credits	.5
Sequence or CTEPS (You must first have the Sequence or CTEPS entered into the EED-CTE system.)	Accounting, Animal Science, Entrepreneurship, Horticulture, Office Specialist, Support Technician, Web Design/Graphic Artist
Date of district Course Revision	February 2014

Career & Technical Student Organization (CTSO)

CTSO embedded in this sequence	BPA
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Occupational Standards

Source of Occupational Standards	National Business Education Association Standards (NBEA)
Names/Numbers of Occupational Standards	Career Development (CD), Information Technology (IT), Entrepreneurship (EN)

Registration Information

Course Description (brief paragraph – as shown in your student handbook or course list)	Desktop Publishing I is an introductory course for the newest and most commonly used desktop publishing features. Students will use desktop techniques to create and enhance letters, letterheads, logos, memos, reports, forms, resumes, invitations, announcements, flyers, news releases, advertisements, agendas, conference programs, brochures, menus, and newsletters. Students will develop skills through skill-building exercises. InDesign software is emphasized in this course.
Instructional Topic Headings (please separate each heading by a semi-colon)	Graphic Design Techniques; Page Layout and Document Creation; Graphic Software Applications; System Software; Encourage Career and Technical Student Organization (CTSO) Involvement, particularly in BPA or DECA; Safety; Entrepreneurship; Ethics

Summative Assessments and Standards

Technical Skills Assessment (TSA)	No
Course addresses:	Adobe InDesign
New Alaska ELA and Math Standards	Yes
Alaska Cultural Standards	Yes
All Aspects of Industry (AAI)	Yes
Core Technical Standards	Yes
Employability Standards	Yes

Employability Standards

Source of Employability Standards	State of Alaska
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Tech Prep

Current Tech Prep Articulation Agreement? (Y/N)	Yes
Date of Current Agreement	May 2013
Postsecondary Institution Name	UAA – Mat-Su College
Postsecondary Course Name	Desktop Publishing Concepts
Postsecondary Course Number	CIOS A251A
# of Postsecondary Credits	3

DISTRICT NAME: Mat-Su Borough School District

Source/Organization /Agency	Acronym	Website or Location of Information	Section, Chapters, etc. referenced in Performance Standards	Date of Edition or Version
National Business Education Assoc	NBEA	www.nbea.org	Computation Communication Information Technology Career Development Business Law Management	2013

Additional CTE Course Information

Author	
Course developed by	Steve Cook
Course adapted from	Desktop Publishing 1
Date of previous course revision	May 2008
Course Delivery Model	
Is the course brokered through another institution or agency? (Y/N)	No

Standards Alignment

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
Apply measurement techniques to develop documents, such as demonstrating the proper use of graphic design layout to produce quality media.	IT-VII	IT-WD1,2,3,4,6,7,9	RST 9-12.3 RST 9-12.4	MP 1,2,4,5,6,7,8	B2,4	A2,5	Technical Skills Technology	Competitive Events- Business Professional s of America (BPA) Adobe Certified Associate WorkKeys
Read and follow multi-step directions to complete complex tasks, such as constructing vector graphics and text within tables.	IT-VI	IT-WD1,2,3,4,6,7,9	RST 9-12.3 RST 9-12.4	MP 1,2,4,5,6,7,8	B2,4	A2,5	Technical Skills Technology	BPA DECA
Create products that address the needs of the client, such as integrating color, tint, and gradient techniques and manipulating graphic images.	IT-VII	IT-WD1,2,3,4,6,7,9	WHST 9-12.4	MP 1,3,4,5,6,7,8	B2,4	A2,5	Technical Skills Technology	BPA DECA
Convey long-term consequences of publication actions with regard to ethical and legal issues.	CD-III	IT-WD10	WHST 9-12.4 WHST 9-	MP 2,3,4,5,6,7,8	B2,4	A2,5,7	Technical Skills Technology	BPA DECA

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Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
			12.7				Work Habits	
Convey ideas to a variety of audiences using publishing and communicating tools.	IT-VIII	IT- WD1,2,3,4, 6,7,9	WHST 9- 12.4	MP 2,3,4,5,6,8	B2,4	A2,5	Technical Skills Technology	BPA DECA
Use desktop publishing software and digital imaging equipment to create and import data/graphics to format a variety of publications.	IT-VII	IT- WD1,2,3,4, 6,7,9	RST 9- 12.10	MP 1,2,4,5,6,7, 8	B2,4	A2,5	Technical Skills Technology	BPA DECA
Demonstrate proficient use of scanners and digital imaging equipment.	IT-IV	IT- WD1,2,3,4, 6,7,9		MP 4,5,6,8	B2,4	A2,5	Technical Skills Technology	BPA DECA
Complete tasks on time and accurately.	CD-III CD-V	IT- WD1,2,3,4, 6,7,9	RST 9- 12.10	MP 1,2,4,5,6,7, 8	B2,3,4	A2,5,7	Technical Skills Technology	BPA DECA
Knowledge of the technical certifications available and their role in employment.		IT- WD1,2,3,4, 6,7,9	SL 9-12.6	MP 1,2,4,5,6,7	B2,3,4	A2,5	Technical Skills Technology	BPA DECA
Recognize entrepreneurship opportunities and the role of employer vs. employee.	EN-I EN-VII	IT- WD1,2,3,4, 6,7,9,10	L 9-12.6 SL 9-12.6	MP 1,2,3,4,5,6, 7,8	B2,4	A2,5,7	Labor Technical Skills	BPA
Encourage CTSO involvement.	CD-IV CD-XVIII	IT- WD1,2,3,4, 6,7,9 CRP10	L 9-12.6 SL 9- 12.1,6	MP 1,2,3,4,5,6, 7,8	B2,4 E7,8	A2,5	Technical Skills Community Planning Managemen t	BPA DECA
Research career opportunities in the Business/IT career area.	CD-IV CD-XVIII	CRP10	L 9-12.6 SL 9-12.6 RST 9- 12.10	MP 1,2,4,5,6,7	B2,3,4	A1,2,3,4,5 B1,2,3,4,5	Technical Skills Planning Work Habits Labor Community	BPA
Demonstrate safe use of tools and equipment, cyber safety and ergonomic safety in the workplace.	IT-XV	IT- WD1,2,3,4, 6,7,9	L 9-12.6 WHST 9- 12.8	MP 1,2,4,5,6,7, 8	B2,4	A2,5,6,7	Technology Technical Skills Health/Safe ty	AK EED Safety Manual Business & Information

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Alaska Department of Education and Early Development

DISTRICT NAME: Mat-Su Borough School District

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
							Labor	Systems

Instructional Resources

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

All Aspects of Industry

- P - Planning
- M - Management
- F - Finance
- TP - Technical and Production
- PT - Principles of Technology
- L - Labor Issues
- C - Community Issues
- HSE - Health, Safety, and Environment
- PWH - Personal Work Habits

Recommended Textbook: Adobe InDesign, Photoshop, and Illustrator

Supplemental Textbook: Adobe, Classroom in a Book Indesign

Resources: Alaska Career Information System: www.akcis.org

www.bpa.org

<http://www.deca.org/>

Ethics: <http://www.spj.org/ethics.asp>