

DEPARTMENT: TECHNOLOGY EDUCATION	COURSE TITLE: DESKTOP PUBLISHING COURSE NUMBER: 550
GRADE(S): 9-12	PRE-REQUISITES (IF ANY):

UNIT	LENGTH	CONTENT	SKILLS	METHODS OF ASSESSMENT	FRAMEWORK STRAND(S) & STANDARD(S)
Review of Computer Skills		<ul style="list-style-type: none"> • Creating/naming folders • Navigating through servers • File management skills • Computer error messages /solving software problems • Keyboarding technique • Using the printer • Solving hardware problems 	<p>Students will:</p> <ul style="list-style-type: none"> • Identify and use basic features of computer operating system. • Demonstrate file management skills. • Identify and use methods for transferring, downloading, and converting graphic, sound, and video files. • Run multiple applications simultaneously, alternating among them. • Explain commonly occurring error messages and how to resolve them. • Perform efficient keyboarding techniques. • Save a file to the desktop, the hard drive, and external storage spaces . • Identify and solve common hardware and software problems . 	<ul style="list-style-type: none"> • Skills weigh into assessment rubric for each assignment 	IT: (5-8) 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7 (9-12) 1.1, 1.2, 1.3, 1.5
Copyright and Privacy/ Ethical Legal Issues	2 days	<ul style="list-style-type: none"> • Privacy • Copyright • ARHS Acceptable Use Policy 	<p>Students will:</p> <ul style="list-style-type: none"> • Explain ethical and legal behavior in copying files, applications, and media. • Demonstrate a clear understanding of the school's Acceptable Use Policy. • Explain laws relating to copyright and Internet use. 	<ul style="list-style-type: none"> • Quiz 	IT: (5-8) 2.2 (9-12) 2.2, 2.3
Digital Images/ File Formats	2 days and ongoing	<ul style="list-style-type: none"> • Raster images vs. vector images • GIFs, JPEGs, TIFFs, PSDs, AI • Resolution • Color • File size • Compression 	<p>Students will:</p> <ul style="list-style-type: none"> • Compare and contrast various file formats and learn the correct use and application (print, web, multimedia) for each format • Use different graphic file formats where appropriate (e.g., PICT, TIFF, JPEG). • Identify the difference between raster and vector images. 	<ul style="list-style-type: none"> • Conversion of files to the proper format 	IT: (9-12) 1.6
Introduction to PhotoShop	2 days and ongoing	<ul style="list-style-type: none"> • Photoshop basics 	<p>Students will:</p> <ul style="list-style-type: none"> • Learn the functions of the tools located in PhotoShop's tool bar. • Learn which menus and pallets should be used for different tasks . 	<ul style="list-style-type: none"> • Activity involving the use of most of the tools, menus and pallets • Demonstrated ability 	

				to use PhotoShop tools, menus, and pallets	
Photo Retouching	3 days	<ul style="list-style-type: none"> Retouching a photograph that is torn, scratched, wrinkled, stained Photo cropping 	<p>Students will:</p> <ul style="list-style-type: none"> Apply knowledge of PhotoShop tools, menus and pallets to repair a photograph that has been purposely damaged. Crop a photograph so that it is compositionally balanced. 	<ul style="list-style-type: none"> Completion of photo retouching project 	
Scanning/ Digital Camera	1 day and ongoing	<ul style="list-style-type: none"> Mechanics of scanning Resolution Digital camera settings Downloading images 	<p>Students will:</p> <ul style="list-style-type: none"> Connect external peripherals (e.g. printers, zip drives, scanner, digital camera) to a computer. 		IT: (5-8) 1.4
Color	2 day and ongoing	<ul style="list-style-type: none"> CMYK (subtractive, print-based) vs. RGB (additive, computer) color systems Indexed color mode, web safe 256 colors Grayscale Color manipulation 	<p>Students will:</p> <ul style="list-style-type: none"> Recognize CMYK vs. RGB color systems, indexed color mode, web safe 256 colors, grayscale, etc. Manipulate color. 	<ul style="list-style-type: none"> Application of knowledge to all projects 	
Introduction to PageMaker	2 days and ongoing	<ul style="list-style-type: none"> PageMaker Basics Placing vs. linking images to a document Filling and stroking Resizing images Cropping images Using guides column guides Using picas Using the control pallet 	<p>Students will:</p> <ul style="list-style-type: none"> Identify and learn the functions of the tools located in PageMaker's tool bar Identify the x/y coordinates of corners of shapes . Move images to specific locations. Crop using the control palette. 	<ul style="list-style-type: none"> Comic strip placement exercise Control pallet activity 	
Text and Formatting	2 days and ongoing	<ul style="list-style-type: none"> Fonts Adobe and True Type fonts Font sizes = points Serif and sans serif fonts Right align, left align, justify, force justify, center Kerning, leading Text wrapping Indentation Styles Typing along a path Hyphenation and orphans 	<p>Students will:</p> <ul style="list-style-type: none"> Learn how to manipulate and format text in each software application. Learn the strengths and limitations of text manipulation in each software application. 	<ul style="list-style-type: none"> Proper use of text as part of assessment rubric for all projects 	

Page Layout	4 days	<ul style="list-style-type: none"> • Designing and laying out a two page color yearbook spread • Column guides 	<p>Students will:</p> <ul style="list-style-type: none"> • Resize images. • Use proper text style and size. • Import text from Microsoft Word. • Create a title in PhotoShop or Illustrator and import into PageMaker. • Create, move and delete column guides. • Manipulate text wrapping, leading, spacing, font size and color. 	<ul style="list-style-type: none"> • Yearbook layout assignment 	ENG: 27.2,27.8
Creative Use of Text	3 days	<ul style="list-style-type: none"> • Design a holiday greeting card for a specific person 	<p>Students will:</p> <ul style="list-style-type: none"> • Convert text to paths. • Create word illustrations. • Type along a path and inside a shape. 	<ul style="list-style-type: none"> • Word illustration assignment • Greeting card assignment • Student critique based on assessment rubric 	