

Desktop Publishing Competencies

1. BUSINESS ENGLISH SKILLS

- a. Demonstrates grammar and punctuation skills.
- b. Demonstrates spelling skills and word choice.
- c. Demonstrates writing fluency and coherence skills.
- d. Demonstrates knowledge of formatting business documents.

2. AUTOMATED MODULES

- a. Demonstrates ability to use the computer keyboard and the 10-key by touch.
- b. Demonstrates knowledge of operating systems (MS Windows), including how to save, create, develop a file system, backup, search, and setting defaults.
- c. Demonstrates knowledge of desktop and electronic publishing modules (MS Publisher, Adobe Illustrator, Adobe Photoshop, and Adobe InDesign).
- d. Demonstrates ability to create and update a personal website.

3. DESIGN FOR YEARBOOK

- a. Demonstrates knowledge of job planning and development.
- b. Uses the principles and elements of design for placing text and images.
- c. Competent in the use of typography.
- d. Demonstrates photo layout and edit techniques.
- e. Competent in the use of creating and editing shapes.
- f. Competent in the use of painting tools including tools and palettes.

4. ESSENTIAL EMPLOYABILITY SKILLS/CAREER PREPARATION STANDARDS

- a. Demonstrates personal skill development (positive attitude, honesty, self-confidence and time management).
- b. Demonstrates academic skills, critical thinking and problem-solving in the workplace.
- c. Demonstrates effective communication.
- d. Demonstrates occupational safety issues and observe all safety rules.
- e. Demonstrates career awareness and knowledge of pathways.
- f. Demonstrates ability to prepare for employment (resume, job application, job interview and portfolio development).