

DESKTOP PUBLISHING
College Credit and Careers Network
Dual Credit Articulation Agreement

Upon completion of high school courses equivalent to the following competencies:

- Key Competencies: Upon completion of this class students will be able to:
 - Use desktop publishing software to create a variety of publications and understand the differences between programs for different projects.
 - Understand scanning techniques, file types, color modes and resolution and apply the concepts to different projects.
 - Understand how to create images for web and print.
 - Prepare a file for publishing online or print.
 - Describe common terms in areas of print and electronic publishing, typography, and color theory.
 - Understand the differences in fonts.
 - Explain the difference between spot, RGB, Spot and CMYK (process) color formats.
 - Create, modify and enhance raster and vector graphics in the appropriate programs.
 - Use commands to setup a Publication.
 - Manage the layout using tools and resources, including pagination, guides and Master Pages.
 - Place, create, format and arrange objects, text boxes, clip art and pictures.
 - Format and edit text.
 - Create font and color schemes.
 - Understand and identify elements of good design.
- Learner Program Outcomes:
 - Translate manual sketches into professional quality publications.
 - Recognize the concepts of good design and apply them to publications.
 - Understand the differences in file types, colors and resolution for printing professional publications.
 - Demonstrate the ability to communicate with e-mail.
 - Manage files in a Windows environment.
 - Recognize and handle common printer, disk, software, Internet provider, and computer problems.
 - Produce high quality documents
 - Effectively use templates to provide consistency within an organization
 - Format documents for visual clarity
 - Add interest to the document by inserting pictures and drawings
 - Prepare the documents for mailing (mail merge)

A student earning a “B” or better may earn college credit at the following college:

<u>College</u>	<u>Course</u>	<u>Credits</u>
Bellevue College	BTS 186	5
Lake Washington Technical College	CISA 215	5
Cascadia Community College	BIT 160 & BIT 161	2