

## **Desktop Publishing**

Credit – ½

Term(s) – 1 semester

**Text:** No text. Use a variety of references.

### **Course Description:**

This one-semester course provides skill development in the electronic procedures of producing and editing publications. Students will create, format, illustrate, design, edit/revise, and print publications. Improved productivity of electronically produced newsletters, flyers, brochures, reports, advertising materials, and other publications are emphasized. Principles of layout and design, graphic design techniques, and publishing terminology are stressed. Proofreading, composition, and communication competencies are also included.

### **Course Content:**

1. Flyers
2. Business Cards
3. Newsletters
4. Brochures
5. Business forms
6. Design Elements
7. Layout
8. Final Project

### **Course Format:**

Students use various graphic design programs to produce desktop publications. The publications and projects are designed for various individuals and groups within the school.

**Course Expectations:** Standard class

**Grades:** Total points based on:

- Daily work and teacher observation
- Publications, Graphics
- Tests, Quizzes
- Final Project

### **Course Objectives:**

- Effectively use various graphic design software to prepare documents for publication preparation
- Define and apply desktop publishing concepts and terminology
- Apply basic publishing layout rules in preparing publications
- Proofread and edit publications
- Follow and apply directions in preparing publications
- Integrate graphic design elements into finished product
- Create original designs
- Work as part of a team to accomplish a goal