

COMMUNITY UNIT SCHOOL DISTRICT 200

Desktop Publishing High School – Grades: 9, 10, 11, 12 Intermediate Level Elective

1. Subject Expectation (State Goal 3) The student will write to communicate for a variety of purposes.

Essential Learning 1 (Learning Standard C)	Communicate ideas in writing to accomplish a variety of purposes
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| Critical Content | 3.C.4b | a. use available technology, produce compositions and multimedia works for specified audiences <ul style="list-style-type: none">• use of word processing and/or desktop publishing software to create specialized business, promotional, and personal documents |
| | 3.C.5b | b. write for real or potentially real situations in academic, professional and civic contexts (e.g., applications, job applications, business letters, resumes, and petitions) <ul style="list-style-type: none">• create agendas, announcements/flyers, letterheads, business cards, brochures, newsletters, and other promotional and personal documents |

2. Subject Expectation (State Goal 26) Through creating and performing, the student will understand how works of art are produced.

Essential Learning 1 (Learning Standard A)	Understand processes, traditional tools and modern technologies used in the arts
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| Critical Content | 26.A.4e | a. analyze and evaluate how tools/technologies and processes combine to convey meaning <ul style="list-style-type: none">• define and understand the desktop publishing document planning process to convey intended meaning• understand how to use various software to manipulate given publications to convey meaning to specific audiences• understand basic desktop publishing design concepts and how they are used to create professional-looking documents |
| | 26.A.5 | b. analyze and evaluate how the choice of media, tools, technologies and processes support and influence the communication of ideas |

- c. discuss rules of safe and appropriate conduct when using the Internet
- d. use online data bases and search engines to find basic business information
 - search for information on fonts, colors, design concepts, logos, etc.
 - find design examples

Essential Learning 2	Students will use technology tools to process data and report results
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- Critical Content
- a. refine documents using electronic spell check, thesaurus, and grammar check tools

7. Subject Expectation (NETS 6) **Technology problem-solving and decision-making tools**

Essential Learning 1	Students will use technology resources for solving problems and making informed decisions
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- Critical Content
- a. use application software reference materials (e.g., online help, vendor web sites, tutorials, and manuals)
 - utilize software help feature
 - use software specific web sites
 - b. evaluate the effectiveness of software to solve specific problems

Essential Learning 2	Students will employ technology in the development of strategies for solving problems in the real world
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- Critical Content
- a. provide students with opportunities to design and create documents for a variety of real world business situations