

BE 6630 : Desktop Publishing

Virginia Beach City Public Schools ensures equal access to all CTE courses. Accessibility accommodations will be provided as needed.

Students develop proficiency in designing and creating desktop-published projects, multimedia presentations/ projects, and Web sites, using industry-standard application software. Students apply principles of layout and design in completing projects. Students create portfolios that include a r'e9sum'e9 and a variety of desktop-published, multimedia and Web-site projects produced in the course.

Subject Area

Business and Information Technology

Credits 0.5

Level

Middle School

High School

Grades

7

8

9

10






11

12

Semesters

1

Storyboard

	Intro to Software Applications	Design Principles and Graphic Design	Multimedia Presentations	Web Design	Career Exploration
Unit					
Focus	At the beginning of this course, we learn how software applications are utilized to complete tasks and to improve the communication of ideas.	First, we learn to plan an effective project that communicates our ideas through a variety of mediums using shapes, colors, layout, and typography.	Next, we learn to create effective multimedia presentations using the features of the software application to enhance the message for a variety of audiences.	Then, we utilize our knowledge of design principles and graphic design to develop a website that delivers an effective message for our personal business.	Lastly, as we explore the desktop publishing industry, we assess our strengths, weaknesses, values, and interests to identify and prepare for future career options. Using the skills we have learned, we take a Microsoft Office Specialist industry credential exam.
Transfer Goals	<ul style="list-style-type: none"> Bridge the academic, employability, and technical skills to prepare us for emerging occupations. Empower us to be successful citizens, workers, and 	<ul style="list-style-type: none"> Bridge the academic, employability, and technical skills to prepare us for emerging occupations. Empower us to be successful citizens, workers, and 	<ul style="list-style-type: none"> Bridge the academic, employability, and technical skills to prepare us for emerging occupations. Empower us to be successful citizens, workers, and leaders in a global economy. 	<ul style="list-style-type: none"> Bridge the academic, employability, and technical skills to prepare us for emerging occupations. Empower us to be successful citizens, workers, and leaders in a global economy. 	<ul style="list-style-type: none"> Bridge the academic, employability, and technical skills to prepare us for emerging occupations. Empower us to be successful citizens, workers, and leaders in a global economy. Explore and pursue industry credentials through the integration of content and work-based learning (WBL).

	leaders in a global economy.	leaders in a global economy.			
Unit Learning Targets	<ul style="list-style-type: none"> Utilize basic features in Google Docs/ MS Word and Google Slides/ MS PowerPoint. Enhance layout of documents by using formatting features. Import text, graphics, tables, and charts into projects. 	<ul style="list-style-type: none"> Identify the components of project-management. Plan an effective design for a project. Apply the principles of design, layout, and typography. 	<ul style="list-style-type: none"> Identify the components of an effective presentation. Create and deliver an effective presentation. Enhance a multimedia project using advanced features. 	<ul style="list-style-type: none"> Use website design features to create a website using either a design software or programming language. Proofread, edit, and test the website. 	<ul style="list-style-type: none"> Identify a variety of careers in desktop publishing. Use a word processing program to prepare employment documents including resumes, application letters, and follow-up letters. Demonstrate technical skills by taking Microsoft Office Specialist industry credential exam.