Oklahoma CTE

Desktop Publishing & Graphic Design (2024)

Demonstrate knowledge of career development/progression patterns in the IT industry. 1	1 Demonstrate knowledge of career development/progression patterns in the IT industry. 1
Compose multi-paragraph writing clearly, succinctly, and accurately to write documents. 2	2 Compose multi-paragraph writing clearly, succinctly, and accurately to write documents. 2
Use description of audience and purpose to prepare written documents. 3	3 Use description of audience and purpose to prepare written documents. 3
Use computer skills to design and develop written and supporting material. 4	4 Use computer skills to design and develop written and supporting material. 4
Use desktop publishing software to develop brochures, handouts, charts, graphs, newsletters and/or reports. 5	5 Use desktop publishing software to develop brochures, handouts, charts, graphs, newsletters and/or reports. 5
Use presentation software to prepare visual support materials. 6	6 Use presentation software to prepare visual support materials. 6
Fo do	ormat written documents with correct font and layout for easy reading. 7

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font and layout for easy reading. 7

Use proper organization and structure to achieve coherence of major points. 8

8 Use proper organization and structure to achieve coherence of major points. 8

Identify and prepare support materials to accompany oral presentation. 9

9 Identify and prepare support materials to accompany oral presentation. 9

Demonstrate knowledge of design principles. 10

10 Demonstrate knowledge of design principles. 10

Demonstrate knowledge of the nature of color and color harmonies. 11

11 Demonstrate knowledge of the nature of color and color harmonies. 11

Demonstrate knowledge of the principles and elements of design and their relationship to each other. 12

12 Demonstrate knowledge of the principles and elements of design and their relationship to each other. 12

Search for information and resources. 13

13 Search for information and resources. 13

Format text using advanced formatting functions. 14

14 Format text using advanced formatting functions. 14

Enhance publications using different fonts, styles, attributes, justification, etc. 15

15 Enhance publications using different fonts, styles, attributes, justification, etc. 15

Prepare presentations for training, sales and information sharing. 16

16 Prepare presentations for training, sales and information sharing. 16

Create computer presentation and ha wi graphics design and

17 Create computer presentation and handouts in accordance with basic principles of graphics design and visual communication. 17

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visual communication. 17

Demonstrate proficiency in the use of digital imaging techniques and equipment. 18	18 Demonstrate proficiency in the use of digital imaging techniques and equipment. 18
Synthesize available interactive media technologies into a unified presentation. 19	19 Synthesize available interactive media technologies into a unified presentation. 19
Demonstrate advanced knowledge of available graphics software programs to create and manipulate images. 20	20 Demonstrate advanced knowledge of available graphics software programs to create and manipulate images. 20
Apply principles and elements of color design. 21	21 Apply principles and elements of color design. 21
Apply color theory to select appropriate colors. 22	22 Apply color theory to select appropriate colors. 22
Create and/or implement the look and feel of the product. 23	23 Create and/or implement the look and feel of the product. 23
Create graphical images. 24	24 Create graphical images. 24
Apply knowledge of typography. 25	25 Apply knowledge of typography. 25
Alter digitized images using an image manipulation program. 26	26 Alter digitized images using an image manipulation program. 26
Evaluate visual appeal. 27	27 Evaluate visual appeal. 27

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Produce or acquire graphics content. 28

28 Produce or acquire graphics content. 28

Apply knowledge of the processes required for the production of various printed products. 29

29 Apply knowledge of the processes required for the production of various printed products. 29

Demonstrate preparation of customer materials for imaging. 30

30 Demonstrate preparation of customer materials for imaging. 30

Apply knowledge of basic printing practices 31