Tech Prep
In Computer Science
A consortium of High School, Community College and University Departments

This document contains student competency requirements for the specialized area of:

CS-222
Desktop Publishing (InDesign)

To receive college credit, a student must complete at least 80% of the competencies. The high school instructor should initial each competency area that is completed by the student. By initialing these competencies, the instructor is insuring that the student has completed the required work at a level that should receive college credit.

Revision date: 2/08/08

Textbook requirements: The instructor is encouraged to use the textbook listed on the latest syllabus (note: Unless two different textbooks are used then the textbook usually has to be supplemented with extra materials to cover all topics).

Special submission requirements may be approved for local high school needs by contacting the Division Chair of Computer Science at Walla Walla Community College.
# CS-222
Desktop Publishing (InDesign)

## COMPETENCY AREAS:

<table>
<thead>
<tr>
<th>Competency Area</th>
<th>Credit Earned</th>
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<tbody>
<tr>
<td>Careers in the Desktop Publishing</td>
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<tr>
<td>Desktop Publishing Software</td>
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<td>Cumulative Project</td>
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</table>

Student Name: ____________________________________________

High School: ____________________________

Grade given to student: ________ (A or B required for credit)

By signing this form I hereby verify the student has successfully completed all requirements for awarding of college credit.

High School Instructor Signature: __________________________

Date: ___________________
Desktop Publishing (InDesign)
Rating Scale for Performance Tasks:

Each of the competencies listed should be understood to represent intermediate skills and abilities in the areas mentioned. CS 222 is an intermediate course in the desktop publishing. It is presumed that students have good file management skills before entering the class. The student learns the basics of desktop publishing including the use of formatting text, paragraphs, and graphics in creating documents to be published. They will utilize design principles and typography in their documents.

4 - Highly Skilled/Proficient
Student can complete the competency accurately.
Student can direct others to do the competency.
Student needs little supervision.

3 – Skilled/Performs with Minimum Supervision
Student can perform all parts of the competency.
Student needs only completed work spot-checked.
A student meets speed and accuracy requirements (if any).
Student needs minimum supervision.

2 - Limited Skills/Performs with Close Supervision
Student can perform most parts of the competency.
Student needs help with only the most difficult parts.
Student needs close supervision.

1 – Exposure/Introductory
Student can do simple basics of this competency with very close supervision.

0 - No exposure/Not Taught
Student has had no exposure to this competency
Desktop Publishing (InDesign)

UNIT 1: Careers in Desktop Publishing

1.1 The student demonstrates understanding and knowledge related to careers available in the industry.

UNIT 2: Desktop publishing software.

2.1 The student demonstrated an understanding, knowledge and ability to effectively navigate the desktop publishing software.

2.2 The student demonstrates the ability to effectively create, edit, save and documents in the desktop publishing software.

2.3 The student demonstrates ability to change fonts, paragraph formats, and insert graphics into the desktop publishing document.

UNIT 3: Culminating Project

3.1 The student completes a culminating project that demonstrates the ability to design and produce a professional quality business document.

Tech Prep requirements for successful completion:
Students are required to submit a sample of a professional quality business document. Preference is that submission be made electronically.