

Minnesota Articulated College Credit (ACC) Agreement

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Agreement Name: Desktop Publishing

Agreement Last Reviewed: October 2022

Next Review Date: October 2024

College Courses			
Class	Title	School	Credits
ADMS 1425	Desktop Publishing with Publisher	Minnesota State College Southeast	2.0 of 2.0
ADSA 1136	Desktop Publishing	Minnesota West Community & Technical College	2.0 of 2.0
ADMS 1112	Desktop Publishing	MN State Community & Technical College (M State)	3.0 of 3.0

Curriculum Content Objectives:

To receive credit, students will master 100% of the following content objectives:

1. Describe features of desktop publishing software
2. Apply design principles
3. Create basic publications
4. Create newsletter including imported data from other sources
5. Create brochure using additional editing and formatting features
6. Demonstrate mastery of desktop publishing terminology
7. Create flyer using editing and formatting features
8. Create a publication, working with linked text boxes
9. Create a publication, working with graphics and enhanced text
10. Apply drawing features to objects
11. Prepare business stationery and business card
12. Format images for publication
13. Format objects using advanced graphic features
14. Apply additional text features
15. Create other publications with templates and without templates
16. Create Web pages
17. Utilize computer input devices
18. Prepare publication for commercial printing

Software Year

Publisher 2016 Publisher 2019 MS Office 365 Other (*Please specify*) _____

Assessments:

Students must achieve no less than 80% or B for a final grade in the high school course to receive ACC.

ACC Concept:

Through Articulated College Credit (ACC) Program, specific college curriculum content goals and assessments are embedded in participating high school career and technical education (CTE) programs as specified in this agreement. Relevant knowledge, skills, and standards are taught by qualified CTE high school instructor(s) in one or more course(s). ACC is awarded if the student meets the college equivalency standards and later enrolls in the college(s) articulated requiring the course in a specific program.