



Republic of the Philippines
Department of Education
DepEd Complex, Meralco Avenue Pasig City



K to 12 TEACHER'S GUIDE

**TECHNOLOGY AND LIVELIHOOD EDUCATION
(INFORMATION AND COMMUNICATIONS TECHNOLOGY)**

**Exploratory Course
on**

DESKTOP PUBLISHING

**Kto12 BASIC EDUCATION CURRICULUM
TECHNOLOGY AND LIVELIHOOD EDUCATION
ICT –Desktop Publishing
(Exploratory) – One Quarter**

Grade Level Standard:

Information and Communication Technology (ICT) is one among the four (4) components of Technology and Livelihood Education (TLE). One of the mini-courses offered is Desktop Publishing. This mini-course covers Process and Delivery (PD) and the common competencies that a Grade 7 or Grade 8 Technology and Livelihood Education (TLE) student ought to possess the ability to produce creative and innovative documents and become a successful graphic designer.

The preliminaries of this exploratory course include the following: 1) discussion on the relevance of the course; 2) explanation of key concepts relative to the course and; 3) exploration on career opportunities.

CONTENT STANDARD	LEARNING COMPETENCIES
The learner demonstrates understanding of the basic concepts and underlying theories in Desktop Publishing.	<ul style="list-style-type: none">• Explain the basic concepts in Desktop Publishing• Discuss the relevance of the course• Explore jobs and career for Desktop Publishing as a career

PERFORMANCE STANDARD

The learner independently demonstrates common competencies in Desktop Publishing.

I. INTRODUCTION

Ask the students to read the introduction found on page 2 of the Learning Module in five(5) minutes. Let them express their ideas on what to learn in this module.

II. OBJECTIVES

Guided by the teacher and this module the learner is expected to:

- explain the basic concepts and features of Desktop Publishing (DTP).
 - Use Desktop Publishing Software such as Desktop Publisher, Indesign, Adobe Page Maker, Corel Draw and others.
 - create designs using Desktop Publishing
-

III. PRE-ASSESSMENT

Let the students answer on their notebook the pre-assessment for the entire module. Answers are already provided below: Answers may vary.

IV. LEARNING GOALS AND TARGETS

Based on the objectives of the lesson and results of the pre-assessment, let the learners define their personal goals and targets to achieve at the end of this module. Ask them to write it in journal. The teacher may group the students to discuss these goals/targets and have it discussed in front of the class innovatively. The teacher should address each of the shared goals/targets and should clarify any misconceptions about the course.

V. PROCESS AND DELIVERY

A. Know

Lesson 1:

Desktop Publishing and the Desktop Publishing Software

1. Obtain responses to provocative and critical questions essential to the development of understanding. The questions will serve as the focus of discussions.
2. Identification and clarification of misconception.
3. Readings/multimedia viewing where appropriate; The teacher may require the students to visit the following interactive sites.

Lesson 2: ***Common Task in Publisher***

1. Obtain responses to provocative and critical questions essential to the development of understanding. The questions will serve as the focus of discussions.
 2. Identification and clarification of misconception.
 3. Readings/multimedia viewing where appropriate.
 4. Assessment of student's knowledge
-

Lesson 3: *Creating a New Publication*

1. Obtain responses to provocative and critical questions essential to the development of understanding. The questions will serve as the focus of discussions.
2. Identification and clarification of misconception.
3. Readings/multimedia viewing where appropriate.
4. Assessment of student's knowledge

B. Process

Lesson 1:

Guide the learners in familiarizing themselves with different tools in Desktop Publishing software. Let them use individual computers in performing the given task.

Lesson 2:

Guide the learners in doing activities 1-4 to ensure their preparedness for the next lesson.

Lesson 3:

Guide the learners in analyzing different kinds of publications before doing tasks 1-2 in the Learning Module.

C. Reflect and Understand

1. Guide the learners in watching the video on desktop publishing before doing the given activity to activate their knowledge in lessons 1- 2.
2. In lesson 3, instruct the learners in conducting an interview in a nearby Printing Press in their area to deepen their understanding of the course.

D. Transfer

Guide learners in doing group/individual activities in lessons 1-3. Let them present their output using innovative strategies that will catch learners participation such as; role play, panel discussions, reporting, focus group discussion, etc.
