

COURSE INF2060: ELECTRONIC PUBLISHING 1**Level:** Intermediate**Theme:** Productivity Software**Prerequisite:** INF1030 Word Processing 1**Description:** Students develop skill, using electronic/desktop publishing software to create a variety of camera-ready documents.**Parameters:** Computer workstation, disk, electronic/desktop publishing software, support resources.**Supporting Course:** INF1040 Graphics Tools**Curriculum and Assessment Standards**

General Outcomes	Assessment Criteria and Conditions	Suggested Emphasis
<p><i>The student will:</i></p> <ul style="list-style-type: none"> demonstrate basic electronic publishing software competence, by using page make-up tools and commands to produce camera-ready publications 	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> reproducing accurate, well-designed one- and two-page camera-ready publications focusing on the use of basic software functions and layout principles including: <ul style="list-style-type: none"> – use of basic formatting functions – use of page make-up tools (including pointer, line, text, rectangle, oval, cropping, etc.) – basic editing functions – layout principles such as optical centre, balance, white space, columns, Z pattern, contrast, rhythm, unity. <p><i>Assessment Tools</i> <i>Assessment Checklist: Electronic Publishing Software Functions (INFEPSF)</i> <i>Assessment Checklist: Electronic Publishing Document Production (INFEPDOC)</i></p> <p><i>Standard</i> <i>Rating of 2 in the production of accurate, well-designed publications</i></p>	45

COURSE INF2060: ELECTRONIC PUBLISHING 1 (continued)

General Outcomes	Assessment Criteria and Conditions	Suggested Emphasis
<p><i>The student will:</i></p> <ul style="list-style-type: none"> • apply, consistently, appropriate workstation routines • demonstrate basic competencies. 	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> • creating accurate, well-designed one- and two-page original publications focusing on continued use of basic software functions and layout principles including: <ul style="list-style-type: none"> – text (body and display) – graphics and/or artwork – text and graphic enhancement – the following of copyright laws – layout principles such as optical centre, balance, white space, columns, Z pattern, contrast, rhythm, unity. <p><i>Assessment Tools</i> <i>Assessment Checklist: Electronic Publishing Software Functions (INFEPSF)</i> <i>Assessment Checklist: Electronic Publishing Document Production (INFEPDOC)</i></p> <p><i>Standard</i> <i>Rating of 2 in the production of accurate, well-designed publications</i></p> <ul style="list-style-type: none"> • demonstrating appropriate workstation routines. <p><i>Assessment Tool</i> <i>Assessment Checklist: Workstation Routines and Management (INFWRKSTN)</i></p> <p><i>Standard</i> <i>Rating of:</i> 2 – <i>Workstation Use</i> 3 – <i>File Management</i> 2 – <i>Time Management/Organization</i> 3 – <i>Professionalism</i></p> <ul style="list-style-type: none"> • observations of individual effort and interpersonal interaction during the learning process. <p><i>Assessment Tool</i> <i>Basic Competencies Reference Guide and any assessment tools noted above</i></p>	<p>45</p> <p>10</p> <p>Integrated throughout</p>

MODULE INF2060: ELECTRONIC PUBLISHING 1 (continued)

Concept	Specific Learner Expectations	Notes
<p>Software Functions and Applications</p>	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • describe key features of the desktop software package: <ul style="list-style-type: none"> – capabilities – system requirements – platform options – command structure • describe the factors that affect desktop publishing layout: <ul style="list-style-type: none"> – budget considerations – time constraints – nature of audience/message – conditions of presentation • describe links/economies between typesetting-publishing and desktop publishing applications • demonstrate appropriate key commands to: <ul style="list-style-type: none"> – open/create files/templates – enter text/graphics: <ul style="list-style-type: none"> • scan/import file • merge • cut and paste – name files • use help functions and references as appropriate • demonstrate appropriate key commands to: <ul style="list-style-type: none"> – format text: <ul style="list-style-type: none"> • graphics on screen ruler guides • columns, borders, margins • gutters, baselines • alignment, hyphenation • letter spacing, kerning, line spacing • typefaces (font, style, size) • graphics (placement, adjustment) • indents and tabs • linking text/graphics • linking text/graphics • book publication • graphics (TIFF, ESP, scanned, line art, halftones, gray scales, colour defaults, one-colour) – proofread, edit text (enhance, enlarge, crop, size, scale) • move through document(s) efficiently by using appropriate cursor movement tools/commands 	<p>Desktop publishing software:</p> <ul style="list-style-type: none"> – analyze/evaluate – compare distinguishing characteristics. <p>Evaluate software for integration capability with desktop publishing applications:</p> <ul style="list-style-type: none"> – word processing – spreadsheet – database – chart graphics – presentation graphics. <p>Identify data input (text and graphics) sources.</p> <p>Access available typefaces, clip art.</p> <p>Desktop applications:</p> <ul style="list-style-type: none"> – personal documents – class assignments – signs, announcements, invitations, advertisements – brochures (single-, folded-page) – school newsletter, newspaper, yearbook – community activities – business applications.

MODULE INF2060: ELECTRONIC PUBLISHING 1 (continued)

Concept	Specific Learner Expectations	Notes
Software Functions and Applications (continued)	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • customize/edit graphics objects/files plan/create customized desktop templates: <ul style="list-style-type: none"> – grid-based – placeholder. 	
Document Production (Output)	<ul style="list-style-type: none"> • demonstrate ability to recreate and create well-designed publications through the use of page layout principles such as: <ul style="list-style-type: none"> – white space – optical centre – balance, formal and informal – 3-D effects – Z pattern – contrast/harmony – rhythm – unity • demonstrate ability to produce accurate publications through the use of proofreading skills • demonstrate appropriate key commands to: <ul style="list-style-type: none"> – save/export desktop publishing and graphics – display files in a variety of formats – print documents • demonstrate appropriate key commands to produce documents in various desktop published and graphics forms. 	
Workstation Management	<ul style="list-style-type: none"> • apply efficient workstation position and routines that encourage: <ul style="list-style-type: none"> – good health and safety (posture, positioning of hardware and furniture) – security for hardware, software, supplies and personal work • demonstrate efficient and appropriate use of time and resources: <ul style="list-style-type: none"> – start-up procedures – organization of work area – closing procedures 	

MODULE INF2060: ELECTRONIC PUBLISHING 1 (continued)

Concept	Specific Learner Expectations	Notes
Workstation Management (continued)	<p><i>The student should:</i></p> <ul style="list-style-type: none">• apply effective decision-making strategies in production assignments:<ul style="list-style-type: none">– plan activities– organize data, information, resources– consider alternatives– evaluate activities/results• use related terminology to describe basic processes, procedures and tools.	

