

MODULE INF3070: ELECTRONIC PUBLISHING 2**Level:** Advanced**Theme:** Productivity Software**Prerequisite:** INF2060 Electronic Publishing 1**Module Description:** Students use the functions and commands of electronic/desktop publishing software as they integrate text composing, editing, typesetting, graphics generation and page layout functions to create customized, professional, quality documents.**Module Parameters:** Computer workstation, disk, electronic/desktop publishing software, support resources.**Curriculum and Assessment Standards**

Module Learner Expectations	Assessment Criteria and Conditions	Suggested Emphasis
<p><i>The student will:</i></p> <ul style="list-style-type: none"> • demonstrate electronic publishing software competence, by: <ul style="list-style-type: none"> – creating a customized document effectively incorporating text and graphics to communicate an idea or activity – applying software make-up tools and commands 	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> • production of accurate, well-designed multipage original publications focusing on advanced software functions and continued use of previously learned software functions and layout principles including: <ul style="list-style-type: none"> – multicolumn – text (body and display) – follow copyright laws – layout principles such as optical centre, balance, white space, columns, Z pattern, contrast, rhythm, unity – additional layout principles including colour, proportion, golden section, bleed and trim • advanced software functions consisting of: <ul style="list-style-type: none"> – style sheet, page masters or templates – graphics and/or artwork (graphic tools, scanning, clip art files) – style palette (captions, headlines, body, text) – story editor – publication enhancements (e.g., pull quotes, sidebars and footnotes, mastheads and banners, two-page spread graphics) – print composite and colour separation. <p><i>Assessment Tool</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 3 in the production of accurate, well-designed publications</i></p>	<p>60</p> <p>30</p>

MODULE INF3070: ELECTRONIC PUBLISHING 2 (continued)

Concept	Specific Learner Expectations	Notes
<p>Software Functions and Applications (continued)</p>	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • demonstrate appropriate key commands to: <ul style="list-style-type: none"> – open/create files/templates – key, load, import, scan text and graphic files – name files – import ASCII – file conversion – format text/graphics – proofread, edit text, position graphics • address the factors that affect desktop publishing layout: <ul style="list-style-type: none"> – identify audience, message – determine budget, resource, time constraints • establish document layout and specifications • create/import graphics elements: <ul style="list-style-type: none"> – clip art – art creation – mechanical drawing – animation • merge graphics and text • use story editor: <ul style="list-style-type: none"> – back publications – index entry/format – page/cross reference – character codes • use graphics: <ul style="list-style-type: none"> – gray scale scans – independent versus inline – image control – lightness/contrast settings – multicolour – overlays – edits • create page format(s): <ul style="list-style-type: none"> – import/export and link data charts to other applications • plan/create customized desktop templates • move through document(s) efficiently by using appropriate cursor movement tools/commands • create objects using special effects • use help functions and references as appropriate. 	<p>Select various desktop publishing applications that combine text and graphics, and incorporate desktop publishing features:</p> <ul style="list-style-type: none"> – personal documents – class assignments – school stationery, newsletter, newspaper, yearbook – signs, announcements – invitations – advertisements – brochures (single-, folded-page) – reports, manuals, booklets – community activities – customer documents – business applications. <p>Prepare text, illustrations, graphics.</p> <p>Create camera-ready page layouts.</p> <p>Adhere to publishing industry standards.</p>

MODULE INF3070: ELECTRONIC PUBLISHING 2 (continued)

Concept	Specific Learner Expectations	Notes
Document Production	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • demonstrate appropriate key commands to: <ul style="list-style-type: none"> – save files – print documents – printer drivers – bitmapped – postscript/non-postscript • demonstrate appropriate key commands to produce quality desktop publishing documents. 	
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 • 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. 	