

Computer Aided Publishing (40-assignment)



This is an integrated instructional module designed specifically to operate within a Modular Program environment. It is ideal for use with our Scantek Technology or IT2020 Information Technology programs. It includes a 10-assignment exploratory curriculum and a further 30-assignment in-depth curriculum. The exploratory curriculum and the in-depth curriculum are each split into two parts. Each part includes a pre-test and post test. Where appropriate, the module includes hardware, software and curriculum materials sufficient to provide a complete learning experience.

The curriculum incorporates continuous assessment through questions. When used in conjunction with a ClassAct networked management system, this provides instant feedback of student performance. The assessments begin with a comprehensive pre-test. This quiz includes questions for each subsequent assignment, together with questions that will specifically test math and reading ability.

Every assignment starts with a series of questions designed to track inventory. These ensure that any missing items are located before they are needed.

Each assignment is divided into a series of tasks. Hands-on tasks form the core of the student work. Where appropriate, these are accompanied by research tasks based upon illustrated textbooks and on-screen applications. Assessment questions are incorporated into each task.

Typical 10-assignment topic areas include:

- Introduction to computer aided publishing
- Computer aided publishing processes
- Printing methods
- Adding graphics
- Type styles
- Combining text and graphics
- Color and light
- Greetings card design using a traditional method
- Greetings card design using a computer
- Advertisement design

Typical 10-assignment activities include:

- View the 'Scansville Pet Show' computer game.
- Design an advertisement to find a lost pet using the computer game.
- Design and assemble a greetings card using traditional techniques.
- Add graphics to a publication using computer aided publishing software.
- Format text in a publication using computer aided publishing software.
- Experiment with graphics and text in a publication.
- Create a double page layout using computer aided publishing software.
- Design and assemble a greetings card using a computer.
- Compare traditional and computer techniques for creating a greetings card.
- Use the 'Computer Aided Publishing Process' software to solve a printing problem.
- Use a rubber stamp to experiment with relief printing.
- Research relief printing in industry.
- Carry out an experiment to demonstrate a lithographic process.
- Research lithographic processes.

Typical 10-assignment activities include (continued):

- Analyze a color print.
- Research color theory and reproduction.
- Create advertisements using computer aided publishing software.

Typical 30-assignment topic areas include:

- Relief printing stamps
- Graphic communications
- Copy and art preparation
- Computer aided publishing equipment
- Scanners
- Printers
- Page layout and grids
- Typographic design
- Paragraph and character styles
- Display banner design
- Digital font formats
- Editing and inserting graphics
- Continuous tone images
- Pixels and raster images
- Vector images
- Color graphic into grayscale
- Illustration programs
- Three dimensional graphics
- Traditional methods of adding color
- Spot color and process color
- Scanning
- Graphics input devices
- Digital cameras and photo CD systems
- Display sign design
- Advertisement design
- Personal logo design
- Personal business card design
- Personal profile design

Typical 30-assignment activities include:

- Use the relief printing stamps to create a four color image of the Scantek logo.
- Use CAI to research the traditional methods of Computer Aided Publishing.
- Use the Publisher software package to open a document and retrieve information on the Computer Aided Publishing process.
- Analyze the sections of a newspaper and research copy and art preparation.
- Use CAI to research the equipment used in the publishing industry today.
- Familiarize with the scanner and the scanner software package.
- Use the Publisher software package to open a document and retrieve information on the types of printer used in Computer Aided Publishing.
- Analyze the anatomy of a page, confirm typesize and produce a 'type mark up'.
- Research the layout of a page and the term 'typography'.
- Analyze paragraph and character styles on a page layout.
- Create a display banner using a grid layout.
- Research 'Digital Font Formats' and compare bitmap and outline fonts.

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Typical 30-assignment activities include (continued):

- Produce a front cover for a magazine using the Publisher software package. Create and import a graphic.
- Complete a graphic using percentage tints from a 'tint' sheet.
- Use CAI to research continuous and halftone images.
- Use the Paint software package to identify the make up of a graphic.
- Plan and create a presentation of a class year book.
- Explore the use of shapes created by a drawing tool in the multimedia presentation editor.
- Insert and use action buttons in the class year book.
- Generate more slides for the class year book.
- Check and test the presentation.
- Insert and edit text in the class year book.
- Insert and manipulate pictures in the class year book.
- Apply transitional effects to the presentation.
- Add an exit screen to the presentation.
- Apply custom animations to the presentation.
- Apply special effects to text using a text editor available in the multimedia presentation editor.
- Explore the Help facility to find out about ways to enhance graphics.
- Check and test the presentation.
- Create additional slides for the multimedia calendar presentation.
- Browse movie files using a movie player program.
- Explore the use of movies in a multimedia presentation.
- Insert a chosen movie and add action settings to a presentation.
- Apply transition effects to the screens of a multimedia calendar presentation.
- Create an exit slide. Add text to the slide.
- Insert action buttons and set up the links.
- Check and test the transition settings for the presentation.
- Test the presentation prior to assessment.
- Make a sales presentation.
- Import text from a different file format into a multimedia presentation.
- Explore using the spell-checking tool in the multimedia presentation editor.
- Use the tools provided in the multimedia presentation editor to select a chart style and type.
- Explore the use of datasheets to display chart data in a multimedia presentation.
- Translate prepared content into multimedia format using text tools.
- Consider suitable images to be included in a personal résumé or CV.
- Use a scanner to scan chosen image(s).
- Edit the scanned image using software tools.

Typical 30-assignment activities include (continued):

- Consider principles of good design to edit a multimedia résumé or CV.
- Assess the navigation in the presentation and select transition effect settings.
- Check and test the presentation ready for it to be assessed.

Each assignment is designed around a list of performance objectives. These lists include academic, technical and occupational objectives. The assignments are written in such a way as to enable a student to attain the performance objectives, with the assessment questions linked to these in order to provide a measure of true competency.

The performance objectives are used by the ClassAct management system to generate a comprehensive portfolio of student competency reports. Default reports supplied with this module include:

- Entry report
- Technical/Occupational Exit report
- Basic Skills report based upon the federal SCAN's report.

The items supplied with this instructional module include:

- 10-assignment On-Screen Student Assignment Guide CD
- 10-assignment Student Assignment Guide
- 10-assignment Student Workbook
- 10-assignment Instructor's Guide
- 30-assignment Student Assignment Guide
- 30-assignment Student Workbook
- 30-assignment Instructor's Guide
- Computer Aided Instruction Software
- Microsoft PowerPoint Software
- Clip Art CD-ROM
- Clip Art Reference Sheet
- Scanner
- Scan Image Sheet
- Scanner Equipment Reference Sheet
- Microphone

Additional items required:

- Computer

Module Facts

For Technology Program, order as:
ST230/40 Computer Aided Publishing

For IT Program, order as:
PSD3C Computer Aided Publishing

	No.	Average time
Assignments	40	45 minutes
Extension Activities	4	45 minutes
Total		33 hours



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