

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

PRESCRIPTION: AP340 DESK-TOP PUBLISHING

AIM OF MODULE:	To introduce students to the basic functions, general principles and applications of desktop publishing.
CREDITS:	5
STUDENT LEARNING HOURS:	50
CONTENT REVISED:	2001
PRESCRIPTION EXPIRY DATE:	November 2013

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Basic Principles		*			25
2. Practical Application			*		75
					<hr/> 100 <hr/> <hr/>

LEARNING OUTCOMES

The student will:

- C 1 Demonstrate an understanding of the functions of a desktop publishing package, general principles of desktop publishing design and uses of desktop publishing.
- A 2 Complete a practical exercise to demonstrate understanding of the functions of a desktop publishing package.

CONTENT

1 BASIC PRINCIPLES

- Describe uses of desktop publishing
- Explain the principles of good layout, including text flow, white space, order of information, layout, harmony, balance and appropriate language.
- Plan and design a desktop publishing publication

2 PRACTICAL APPLICATION

- Produce a portfolio of DTP documents for business use including multipage, single page and folded document.
- In those documents demonstrate use of the following features:
 - Font styles
 - Spacing (eg leading, kerning, line, paragraph)
 - Alignment (eg left, centre, right, full, forced)
 - Hyphenation
 - Graphics
 - Borders/decoration
 - Multicolumn
- Reference graphics and text appropriately to comply with copyright issues.
- In all documents demonstrate the principles in section one.