

Higher National Unit Specification

General information for centres

Unit title: Desk Top Publishing

Unit code: DF5Y 34

Unit purpose: This Unit is designed to enable candidates to work effectively in a desktop publishing (DTP) environment. The Unit should prepare candidates for this role by ensuring they possess the knowledge and/or skills required to be able to produce a high quality publication using a DTP system.

On completion of the Unit the candidate should be able to:

- ◆ Design and produce a publication for a given specification and target audience, ready for submission to printers.

Credit value: 1 HN Credits at SCQF level 7: (8 SCQF credit points at SCQF level 8*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: Access to this unit will be at the discretion of the Centre. However, it is recommended that candidates should have some prior knowledge and skills in Computing/Information Technology. This may be evidenced by the possession of relevant National Units, HN units or experience.

Core skills: There may be opportunities to gather evidence towards core skills in this Unit, although there is no automatic certification of core skills or core skills components.

Context for delivery: If this Unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes.

Assessment: This Unit will be assessed by one assessment covering the knowledge and/or skills required for the whole Unit.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

Please refer to Knowledge and/or skills for the Unit and Evidence requirements for the Unit after the Unit Outcome.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Unit Outcome

Design and produce a publication for a given specification and target audience, ready for submission to printers.

Knowledge and/or skills

- terminology used in desk top publishing
- functions of a typical desk top publishing package
- prepare draft(s) document(s) for a given brief
- produce a document, ready for submission to the printers, for a given specification

Evidence requirements

Candidates will produce a portfolio showing the stages of development up to and including the finished publication, as well as a disk copy, ready for submission to the printers.

The publication will contain all the evidence required for the unit outlining the terminology and functions of a typical desk top publishing package. This publication will consist of at least 12 (A4) pages but not more than 20 (A4) pages, including a front and back cover. The publication will also cater for back to back printing.

The content of the publication must include information on and show usage, as appropriate, of:

- front cover (containing graphics and text)
- master pages (right and left)
 - headers and footers
 - page numbers
 - background colour
 - watermark
 - margins

Higher National Unit specification: statement of standards (cont)

Unit title: Desk Top Publishing

- table of contents (at least 2 levels)
- a style sheet / template
- columns (at least 2 pages to have at least 2 columns)
 - use of guides
 - gutters
- layers (at least 3)
- text layout and placement
 - fonts
 - types
 - serif
 - sans serif
 - size
 - leading
 - spacing
 - proportional
 - kerning
 - tracking
 - tabs
 - autoflow
 - alignment
 - vertical text
- use of colour
 - CMYK (4 colour process)
 - RGB (Red, Green, Blue)
 - Spot colour
 - Pantone colour
 - Grayscale
 - Halftones
- images and graphics (at least 6 different images or graphics)
 - inline graphics
 - masking
 - sizing
 - resolution
 - pixilation
 - vectors
 - bitmaps
 - pixels
 - dithering
 - aliasing and anti-aliasing
 - text wrapping (2 styles)
- preparation for outside printers

All graphics must be appropriate to the text, with at least one area showing a before and after graphic where a technique has been applied.

Higher National Unit specification: statement of standards (cont)

Unit title: Desk Top Publishing

The portfolio must include:

- the specification
- at least 2 draft documents showing progress
- the final publication
- an electronic copy of the finished article

The content of the document created must contain details describing the nature of DTP and the features of appropriate DTP applications software as outlined above. Candidates will, therefore, be assessed on both the quality of document produced and on the content of the document.

Assessment guidelines

Please see the Support Notes.

Administrative Information

Unit code:	DF5Y 34
Unit title:	Desk Top Publishing
Superclass category:	KH
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Higher National Unit specification: support notes

Unit title: Desk Top Publishing

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This Unit is designed to enable candidates to work effectively in a desktop publishing (DTP) environment. The Unit should prepare candidates for this role by ensuring that they possess the knowledge and/or skills required to be able to produce high quality publications using a DTP system for a given specification and target audience, ready for submission to printers.

Candidates should be enabled to gain the appropriate knowledge and/or skills in:

- The terminology used in desk top publishing.
- The functions of a typical desk top publishing package.
- How to prepare draft(s) document(s) for a given brief.
- How to produce a document, ready for submission to the printers, for a given specification.

Candidates should learn how to control and manipulate DTP applications software to produce high quality documents to a given specification. Candidates should also learn about and be able to describe the features of the DTP applications software being used, for example, how to create and manipulate:

- master pages
- a table of contents
- style sheets / templates
- layers
- text layout and placement
- colour
- images and graphics
- documents for outside printers

The Unit Evidence Requirements provide sufficient detail as to the level (depth) of DTP applications software knowledge and/or skills required.

Higher National Unit specification: support notes (cont)

Unit title: Desk Top Publishing

Guidance on the delivery and assessment of this Unit

As the content of the document created for the Unit will contain details describing the nature of DTP and the features of appropriate DTP applications software, it is recommended that candidates be given sufficient time and be provided with sufficient access to resources (e.g. books, Internet, magazines, etc) to investigate some areas of Desk Top Publishing as appropriate, e.g. history of printing, printing terminology, relationship of DTP to printing and features of DTP applications software. It is recommended that candidates are encouraged to carry out their investigations into the nature of DTP and the features of appropriate DTP applications software from the beginning of Unit delivery. It is also recommended that candidates start to use the relevant DTP applications software from the beginning of Unit delivery.

There is one assessment for this Unit in which candidates will be asked to create a high quality document to a given specification, using appropriate DTP applications software which is ready for submission to printers. The content of the document created should contain details describing the nature of DTP and the features of appropriate DTP applications software. Candidates will, therefore, be assessed on both the quality of document produced and on the content of the document.

Open learning

If this Unit is delivered by open or distance learning methods, additional planning and resources may be required for candidate support, assessment and quality assurance. A combination of new and traditional authentication tools may have to be devised for assessment and re-assessment purposes. For further information and advice, please see *Assessment and Quality Assurance for Open and Distance Learning* (SQA, February 2001 – publication code A1030).

Special needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements* (SQA, 2001).

General information for candidates

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This Unit is designed to enable you to work effectively in a desktop publishing (DTP) environment. The Unit should prepare you for this role by ensuring that you possess the knowledge and/or skills required to be able to produce high quality publications using a DTP system. On completion of the Unit you should be able to:

Design and produce a publication for a given specification and target audience, ready for submission to printers.

In the course of the Unit you should learn about:

- The terminology used in desk top publishing.
- The functions of a typical desk top publishing package.
- How to prepare draft(s) document(s) for a given brief.
- How to produce a document, ready for submission to the printers, for a given specification.

You should learn how to control and manipulate DTP applications software to produce high quality documents to a given specification. You should also learn about and be able to describe the features of the DTP applications software you are using and for example, how to create and manipulate:

- master pages
- a table of contents
- style sheets / templates
- layers
- text layout and placement
- colour
- images and graphics
- documents for outside printers

There is one assessment for this Unit in which you will be asked to create a high quality document to a given specification, using appropriate DTP applications software which is ready for submission to printers. The content of the document created should contain details describing the nature of DTP and the features of appropriate DTP applications software.