careertech

Advanced Desktop Publishing and Graphics Design

Cluster: Arts and A/V and Communication

Course Number: TBA

Pathway/Major: Printing Technology/Visual

Locations: Oklahoma *Career*Tech locations

Length: 120 Hours

Course Description: This course is the advanced software and applications of technical skills of graphics and design. Topics covered are safety, tools, equipment, media and reproduction, sketching, scale usage, drawing formats, alphabet of lines, lettering and geometric construction, computer literacy through graphics, operating systems and file utilities, software functions, office functions, hardware applications, coordinates, drawing environment, printing, geometry modifications, tool library development, intro to multiple softwares used to manipulate text and graphics applications.

Knowledge and Skills:

Basic Computer Illustration – 30 hrs	
Basic Operating system Features	Programming Macros
Storage devices	Media Reproduction
Terminology	Help & Support Centers
Networking	Office Applications
Printers, plotters, and scanners	Files & Folders
Utilities	Hardware
Internet/Intranet	Media equipment utilization
System Configuration	Software Customization
Desktop and Taskbar	Copy machines
Proofing Principals	Control Panel utilization
Computer Printing Surfaces – 15 hrs	
Scale Usage	Alphabet of Lines
Industrial standards	Text to a drawing
Free-hand lettering	Surfaces uses
Computer Design and Color Principles - 40 hrs	
Identify the ten graphic layouts	Eye flow with composition
Use elements and principals of graphic	Using appropriate document

design	setups
Terminology	Know Emphasis methods
Balance types	2-d design
3-D design	Understanding specifications
Marketing and research usage	Coordinate systems
Physiological and psychological effects of color	Conversion of hard copy to electronic formats
Proper views	Graphic format import/export
Printer's color wheel	Geometric shapes
Computer Project Management - 25 hrs	
Object management	Research project requirements
Identify and organize materials	Develop Project Plans
Communications with key personnel	Develop Innovative designs
Redefine Ideas	Manage project completion
Drawing management standards	

Required
Certifications: None

Available industry   Print Ed Program Certification
certifications:

(NOCTI) National Occupational Competency
http://www.nocti.org/

Brainbench certifications below: **http://www.brainbench.com/**

Adobe Creative Suites, (Photoshop, Indesign, Illustrator, Freehand,
Presentation Skills)

Course Standards: Print Ed Standards. Design and Color Principles, Basic Computer
Illustration

ADDA American Drafting and Design

Arts, A/V Technology, & Communications Career Cluster

:**http://www.careerclusters.org/ClusterDocuments/avdocument
s/AVFinal.pdf**

Resources: Adobe classroom in a book materials
Adobe: Adobe.com
Lynda online learning library
Course Technology materials: course.com
MAVCC-CIMC Curriculum and Instructional Materials:
www.okcareertech.org/cimc