



FAKULTI TEKNOLOGI DAN KEJURUTERAAN

PROGRAM	Desktop Publishing
COURSE NAME	Diploma in Information Technology System Support
COURSE CODE	DTS 3043
CREDIT HOUR	2
SYNOPSIS	This course provides skill development in the electronic procedures of producing and editing publications. Students will create, format, illustrate, design, edit/revise, and print publications. Improved productivity of electronically produced newsletters, flyers, brochures, reports, advertising materials, and other publications are emphasized. Proof reading, document composition, and communication competencies are also included.
COURSE STRUCTURE	
CHAPTER	TOPICS
1	Building a publication 1.1 Design-to-production process. 1.2 Create documents. 1.3 Importing graphics and text. 1.4 Printing a file.
2	Controlling documents 2.1 Preferences and defaults. 2.2 Opening, closing, and saving documents and templates. 2.3 Building masters. 2.4 Adding document pages.
3	Working with text 3.1 Setting text frame properties. 3.2 Editing text. 3.3 Entering and formatting text. 3.4 Setting text frame properties. 3.5 Setting tabs. 3.6 Importing, exporting, and 3.7 Threading text.



4	Working with graphic tools 4.1 Using basic shapes. 4.2 Adding and importing colours 4.3 Creating and applying gradients. 4.4 Using the pen and pencil tools. 4.5 Manipulating and arranging objects.
5	Working with images 5.1 Working with frames. 5.2 Placing and positioning Images. 5.3 Linking and embedding Images. 5.4 Scaling and cropping images. 5.5 Wrapping text around objects.
6	Working with styles 6.1 Assigning and creating styles. 6.2 Editing styles. 6.3 Applying styles.
7	Using text utilities 7.1 Using find/change 7.2 Finding and changing using Formats. 7.3 Using the spell-checker. 7.4 Using story editor.
8	Finalizing the project 8.1 Exploring the desktop publishing software environment. 8.2 Creating, modifying and saving documents. 8.3 Creating and working with master pages. 8.4 Working with text frames and formatting text. 8.5 Importing and threading text. 8.6 Utilizing character and paragraph styles. 8.7 Placing and manipulating graphics. 8.8 Preparing for printing. 8.9 Creating Adobe PDF Files.



9	<p>9.1 Collaborative learning problem solving</p> <p>9.2 Student presentation interactive learning</p> <p>9.3 Creative projects individual coaching</p> <p>9.4 Lecture films/videos/slides</p> <p>9.5 Demonstration lab</p> <p>9.6 Tests individual projects</p> <p>9.7 Oral presentations worksheets collaborative projects</p> <p>9.8 Text book problems papers portfolio</p> <p>9.9 Group problem term paper</p>
References:	<p>1. Syed Ahmad Helmi. (2016). <i>Presentasi Grafik dalam sehari</i>. Kuala Lumpur: SAM Synergy Media Sdn Bhd.</p> <p>2. Julie Dirksen. (2015). <i>Design For How People Learn, Second Edition</i>. United States. (Pearson Education US)</p> <p>3. Stephen Pentak, David Lauer. (2015). <i>Design Basics (Paperback)</i>. Cengage Learning; 9 edition (January 1, 2015)</p>