Open Awards Qualification Unit

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1 Unit Details

Unit Title:	Desktop Publishing Software
QAC Code:	D/506/3416
Level:	Level 2
Credit Value:	4
Minimum GLH:	30

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Select and use appropriate designs and page layouts for publications.	1.1 Describe what types of information are needed.
	1.2 Describe how to change page design and layout to increase effectiveness of a publication.
	1.3 Select, change and use an appropriate page design and layout for publications in line with local guidelines, where relevant.
2. Input and combine text and other information within publications.	2.1 Find and input information into a publication so that it is ready for editing and formatting.
	2.2 Organise and combine information for publications in line with any copyright constraints, including important information produced using other software.
	2.3 Describe how copyright constraints affect use of own and others' information.
	2.4 .Describe which file format to use for saving designs and images.
	2.5 Store and retrieve publication files effectively, in line with local guidelines and conventions where available

3. Use desktop publishing software techniques to edit and format publications.	3.1 Identify what editing and formatting to use for the publication.
	3.2 Select and use appropriate techniques to edit publications and format text.
	3.3 Manipulate images and graphic elements accurately.
	3.4 Control text flow within single and multiple columns and pages.
	3.5 Check publications meet needs, using IT tools and making corrections as necessary.
	3.6 Identify and respond to quality problems with publications to make sure they meet needs.