

Creating professional graphics on a computer has become an important part of an educator's job in creating existing learning materials, examinations, Internet web pages, newsletters for parents, student notes and promotional material.

This course equips educators with the skills and background knowledge they need to be able to produce professional graphics for use in desktop publishing and word processing documents, spreadsheet documents, in presentations, on overhead slides, in school magazines and on the school Internet or web site.

CorelDraw! and CorelPhoto-Paint are used during the course as well as MS PowerPoint to create diagrams, maps and charts. File formats, file compressions and file conversions are covered during the course to ensure that the files created can be used in any programme and can be added to the school's clipart / graphic library and can be updated with new information at a later date. The creation of banners, navigation buttons and symbols for web pages is also included in the course.

Bitmap and photo enhancing is covered for inclusion of quality bitmaps and photos in school magazines, newsletters, documents and Internet web sites.

This course should be attended by educators who want to become more involved in creating material for the learning environment and for those who want to learn how to create web pages and develop web sites.

Course Format

Theoretical content is learned while completing the projects. The course is presented using the Knowledge Network® ILAMM® (Integrated Learning and Mentoring Methodology). No one topic is covered in isolation. All topics are covered in relation to their function in a particular project.

Course Portfolio

The course is project-based. Projects are complete graphic designs, or complete jobs such as a set of banners and navigation buttons, a diagram with headings and labels, two full colour pages of a school magazine, or a gray scale graphics for use in a newsletter.

Projects are completed from start to finish - from design and drawing of GIF or JPEG files for use on the Internet or CMYK files for reproduction and print houses.

Course Outline

CorelDraw! and CorelPhoto-Paint

- Screen layout, tools and screen settings
- Page layout, size and page setup
- Working with layers
- Working with horizontal, vertical and diagonal guidelines
- Editing layers, copying and moving objects on different layers
- Basics of drawing in Corel - circles, squares, lines, curves, bezier curves, node editing
- Importing clipart
- Creating objects with combine tools
- Converting to bitmaps
- Fills and special effects
- Settings for paragraph text
- Settings for artistic text
- Creating and applying styles
- Scanning and working with masks and colour masks, and colour tolerances
- Converting files to RGB, gray scale duotone and CMYK
- Printing basics and problems in the printing process
- Colour separation
- Working with 3D special effects
- File compression
- Photo and bitmap enhancing
- Feathering and opacity setting and interlacing
- Screen and print resolution
- Using clipart libraries on the Internet and on CD
- Re-sampling

MS PowerPoint

- Autoshapes and charts
- Inserting clipart
- Creating metafiles and bitmaps

Inserting created graphics into MS word documents, MS Excel spreadsheets, MS PowerPoint presentations, MS Access databases and FrontPage

Course examination

There are no theoretical examinations. The final practical examination is 4 hours.

Support

Support is offered via e-mail. The support e-mail address is ksupport@knowledgenetwork.co.za. If you have to miss a session during the course, contact the Knowledge Network® Course Coordinator who will tell you what you have missed.

Course starting dates and fees

Starting Date:

Ending Date:

Duration: 12 Weeks

Course Times: 14h30 - 17h30

Price: R4,500.00

Exam Date:

Exam Time: 09h00 - 13h00

How to register

Complete the registration form and fax it to Knowledge Network® on +27 11 803 9117

How to pay

Payment is accepted by cash, cheque, credit card or bank deposit. Payment is required before the course starting date.

If by bank deposit, the details of the deposit must be faxed or e-mailed to Knowledge Network® on +27 11 803 9117.