

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

Transfer Course A.A. Degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: GC149 Page Layout and Design I

UNIT VALUE: 3.0 units

MINIMUM NUMBER OF SEMESTER HOURS: 96 hours

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE: Introduction to electronic document design and page layout, electronic composition, text and graphics entry with computers. Students will create a variety of projects including but not limited to: brochures, flyers, and newsletters. This course is dually listed as R GC 149. May be taken four times.

SPECIFIC COURSE OBJECTIVES:

Successful students will be able to:

1. identify appropriate typefaces.
2. format text using page layout programs.
3. redesign advertisements and newsletters.
4. follow proofreading procedures.
5. access and print to a variety of output devices.
6. demonstrate universal employment skills.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Overview of Industry
- II. Fundamentals of Design with Type using page layout programs
 - A. Point system
 - B. Type identification
 - C. Psychology of type selection

- III. Copyfitting Methods and Devices
- IV. Marking Up Copy
- V. Data Entry Devices
 - A. Keyboards
 - B. Mouse
 - C. Scanners
- VI. Storage and Data Management with Microcomputers
 - A. Laserwriter/plain paper
 - B. Laserwriter/photo paper
- VII. Page Layout
 - A. Planning and designing your publication
 - B. Writing and editing your publication
 - C. Creating illustrations
 - D. Undoing changes
 - E. Creating templates
 - F. Numbering pages
 - G. Setting up guides
 - H. Wrapping Text
 - I. Editing text
 - J. Kerning text
 - K. Adjusting the page setup
 - L. Drawing with the page creation tools
 - M. Creating documents
 - N. Using the toolbox
 - O. Inserting and removing pages
 - P. Selecting and editing text
 - Q. Selecting graphics
 - R. Selecting units of measure
 - S. Using the rulers
 - T. Using the master pages
 - U. Placing text and graphics
 - V. Working with text blocks
 - W. Changing type and paragraph specifications
 - X. Libraries
 - Y. Group and Ungroup
- VIII. Universal Employment Skills
 - A. Acquires, evaluates, organizes and maintains information
 - B. Uses computers to present and communicate information
 - C. Selects and applies the appropriate computer technology to perform specific tasks
 - D. Understands and communicates the technical aspect and terminology of the graphic communications industry

REQUIRED READING:

Williams, Robin. The Non-Designers Design Book. Berkley, CA: Peachpit, Inc. 2003

SUGGESTED READING:

Upper and Lower Case Magazine

MacWorld Magazine

Mac User Magazine

Publish Magazine

REQUIRED WRITING:

Students will write a five page report on current technology in computer prepress applications.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes. Students are expected to read text, study lecture/lab notes, research and write required papers, complete lab assignments and work on final presentation.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Projects	50%
Midterms	20%
Final Examination	20%
<u>Class Participation</u>	<u>10%</u>
Total	100%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 4

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

58161 (d) (2) (A)

CONTACT PERSON: Wade Rollins (x 2696)

SIGNATURES ON FILE:
