

Approval Dates:

Division _____

CRC _____

Board of Trustees _____

**MISSION COLLEGE
ASSOCIATE DEGREE CREDIT COURSE OUTLINE**

SECTION I Course Data

COURSE NUMBER	COURSE OUTLINE	UNITS
GRART 63	Introduction to Desktop Publishing	3.0

LECTURE HOURS (PER WEEK)

2.0

LAB HOURS (PER WEEK)

3.0

CREDIT / NO CREDIT OPTION YES NO**MAY THIS COURSE BE REPEATED?** YES NO; How many times? 1**RECOMMENDED FOR CREDIT BY EXAMINATION?** YES NO**CATALOG COURSE DESCRIPTION**

Introductory course using Macintosh computers to provide an overview and hands-on training in commonly used desktop publishing and software and equipment. The course focuses on the development of basic desktop publishing techniques (including elementary design) and incorporating them into the student's work. Students will earn basic photocomposition and typography using the computer. They will be introduced to the history of typesetting including the development of desktop publishing. No printing or design background required. Credit/No Credit Option. *This course may be repeated one time.*

DESCRIPTION FOR THE SCHEDULE OF CLASSES

This is an introductory course using Macintosh computers to provide a hands-on overview and basic working knowledge of desktop publishing techniques (including elementary design).

ACCEPTABLE FOR TRANSFER CREDIT:California State University; Yes No University of California; Yes No (Check Yes to apply for UC transferability.)**PREREQUISITE**

Familiarity with Macintosh computer word processing programs and typing skills recommended

COREQUISITE

SECTION II Course content

A. COURSE CONTENT AND SCOPE

1. STUDENT COURSE OBJECTIVES

Upon completion of this class the student should be able to:

- a. demonstrate proficiency in using a Macintosh computer system configured to produce basic desktop published materials.
- b. demonstrate proficiency in using the Macintosh user interface to successfully complete the course assignments.
- c. manipulate documents using desktop publishing software and compare this process with that of traditional methods of layout and production.
- d. demonstrate a working knowledge of the terminology used in the typography and desktop publishing industry.
- e. utilize Aldus pagemaker software (or equivalent) to create finished documents.
- f. analyze the functional characteristics of related desktop publishing software any understand its use in creating layout documents.
- g. evaluate basic computer graphic input devices and determine when best to use them for document production.
- h. demonstrate a basic understanding of printer's measurement and proofreading.
- i. demonstrate a basic knowledge of page layout, typography, and related aesthetics of desktop publishing.
- j. problem solve a variety of page layout and typesetting exercises taken from real-world situations.
- k. develop good work habits suitable of college work and industry.
- l. identify career options within industry.

2. OUTLINE OF TOPICS TO BE ADDRESSED IN THE COURSE

- a. Introduction to the Macintosh computer and its use in desktop publishing.
- b. History of desktop publishing and its role in the Graphic Arts industry.
- c. The computerization of typesetting.
- d. Review of:
 - (1) Icon/graphic user interfaces.
 - (2) Icon/graphic driven file system.
- e. Printer's measurement.
- f. Making up copy for input.
- g. Introduction to desktop publishing programs.
 - (1) Use page layout, word processing, and graphics software as used in a desktop publishing environment.
- h. Introduction to input and output devices for desktop publishing.
- i. Equipment maintenance and handling and care of disks.
- j. Introduction to keyboard shortcuts and pre-programmed keys found in desktop publishing software.
- k. Introduction to page layout, basic typography, and related aesthetics of page layout.

- m. Proofreading and correcting copy.
- n. Introduction and use of pre-designed templates and forms.
- o. Desktop publishing and typographic terminology.
- p. Introduction and use of clip-art (click-art) and review of applicable copyright restrictions.
- q. Employment opportunities in desktop publishing and typesetting.

B. TITLE V REQUIREMENTS

1. APPROPRIATE READINGS AND TEXTBOOKS

Students will be given reading assignments from the textbook on a regular basis. In addition, manuals and materials related to software packages, devices, and periodicals may be assigned as appropriate, (i.e., a comparison of page layout programs such as Ready Set Go vs. PageMaker).

2. WRITING ASSIGNMENTS, DEMONSTRATIONS OF ABILITY TO USE SYMBOL SYSTEMS, OR DEMONSTRATIONS OF ABILITY TO APPLY SKILLS LEARNED IN COURSE

This is a skills course and writing is not used to demonstrate critical thinking.

3. APPROPRIATE OUTSIDE ASSIGNMENTS

Students will be expected to perform an average of 6 hours of reading/outside assignments per week. They will create solutions to classroom assignments as well as evaluate work by others. Assignments may include working on projects that involve reworking finished examples found in industry. All outside assignments will be based on real-world problem structures.

4. APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

All assignments involve critical thinking and will require students to formulate an opinion about the aesthetic elements in a document. Students will analyze typefaces, evaluate the effectiveness of a typeface used, and make suggestions for alternate typefaces/styles. They will be required to compare and contrast examples of typographic documents and to analyze the most effective techniques to use in solving a typographic problem. Students will evaluate their own work as well as the work of others. They will also analyze professional examples of desktop published materials. All assignments will be based on real-world problem structures.

5. CULTURAL PLURALISM

Cultural pluralism is encouraged through group and paired learning activities with classmates from various cultures, and through exposure to the history of the industry which originates in non-Western cultures.

6. METHOD OF INSTRUCTION

- a. Lecture
- b. Demonstrations

GRART 063

- c. Slide, film, and video materials
- d. Field trips
- e. Guest lectures
- f. Printed materials, i.e., books, magazines, etc.
- g. Lab practice in the use of appropriate computer software.

7. TEXTS AND SUPPLIES

- a. Required text: *Desktop Publishing by Design* by R. Shushan and D. Wright.
- b. Selected reading from *The Illustrated Book of Desktop Publishing and Typesetting* by Michael L. Kleper, publishing periodicals, graphic design books, and magazines.
- c. Miscellaneous supplies, i.e., 3-ring binder, unlined paper, pens and pencils, pica rulers, type gauges, and a comprehensive spelling manual.
- d. Diskettes

8. EVALUATION

Evaluation of students based on: 1) performance on lab assignments; 2) quizzes; 3) mid-term exam; 4) final exam; 5) attendance; 6) class participation.

2/13/95