



Douglas College

COURSE INFORMATION

A: Division: INSTRUCTIONAL

Date: NOVEMBER, 1997

B: Faculty: LANGUAGE, LITERATURE & PERFORMING ARTS

New Course:

Revision of Course NOVEMBER 1994
Information Form: X

C: PRFU 350

D: DOCUMENT DESIGN AND PRODUCTION I

E:

3

Subject and Course Number	Descriptive Title	Semester Credit					
<p>F: Calendar Description: This course will provide a basic introduction to computer print production, including page layout, page layout software, and producing camera-ready art for simple projects. Emphasis will be placed on understanding computer desktop hardware and software and on basic manipulation of text and graphics in a computer page layout environment. Students will apply writing and editing skills to sizing documents, and will become familiar with print terminology.</p>							
<p>Summary of Revisions: (date & section) 94.11 - C,F,N,O,P,Q,R 97.11- A,B,G,H,J,P,</p>							
<p>G: Type of instruction: Hrs per week</p> <p>Lecture: 1 hrs Laboratory: 3 hrs Seminar: hrs Clinical Experience: hrs Field Experience: hrs Practicum: hrs Shop: hrs Studio: hrs Student Directed Learning: hrs Other (specify) hrs Total: 4 hrs</p>	<p>H: Course Prerequisites ACCEPTANCE INTO PROGRAM OR PERMISSION OF COORDINATOR</p>						
	<p>I: Course Corequisites NONE</p>						
	<p>J: Course for which this Course is a Prerequisite PRFU 370, PRFU 450</p>						
	<p>K: Maximum Class Size: 30</p>						
	<table border="1"> <tr> <td>M: Transfer Credit</td> <td>Requested</td> <td></td> </tr> <tr> <td></td> <td>Granted:</td> <td>x</td> </tr> </table>		M: Transfer Credit	Requested			Granted:
M: Transfer Credit	Requested						
	Granted:	x					
<p>L: College Credit Transfer x</p> <p>College Credit Non-Transfer</p> <p>Non-Credit</p>	<p>Specify Course Equivalents or Unassigned Credit as appropriate:</p> <p>UBC: ARTS 2nd(3) SFU: U Vic: WRIT 200 LEVEL (1.5) Other: SEE BC TRANSFER GUIDE</p>						

Course Designer(s)

Faculty/Dean

Vice-President

Registrar

Subject and Course Number

N. Textbooks and Materials to be Purchased by Students:

Shushan, R. and Wright, D. Desktop Publishing by Design. Microsoft Press, 1991.

O. COURSE OBJECTIVES

Students will be able to manipulate text and graphics using page layout software to produce materials ready for commercial printing. They will work with material supplied by the instructor and with material generated in other Print Futures classes, in consultation with the instructor, to produce the final document to be camera-ready.

P. COURSE CONTENT

1. Document Design

The student will:

- * analyze a variety of print vehicles, including newsletters, brochures, handbooks, invitations, specialized form letters, reply forms, business forms, posters and books, and determine how these are produced with desktop equipment
- * learn basic print design theory, including page structure, column formatting, typeface relationships, page numbering techniques, the use of white space and colour (text and spot), and be familiar with common design errors
- * become familiar with print terminology
- * become familiar with traditional pasteup procedures.

2. Hardware and Software

The student will:

- * examine and use the various hardware configurations necessary to operate a desktop publishing service effectively (including computers, monitors, printers, scanners)
- * examine and use the file management software (DOS, Windows) necessary to transfer files, copy disks and convert text for word processing and page layout purposes
- * examine and use page layout and image manipulation software for use in preparing published documents.

P. COURSE CONTENT - cont'd**3. Editing**

The student will:

- * use editing skills to shorten or lengthen documents to fit a specific format without changing the sense or style of the material
- * examine these documents for grammatical consistency, spelling and content without changing the sense or style of the material.

4. Page Makeup

The student will:

- * prepare text in a word processing environment for import into page makeup software
- * examine basic structure of page makeup software, including:
 - opening, closing and saving documents
 - using the mouse
 - using the toolbox
 - importing and flowing text files
 - manipulating text
- * examine techniques for producing a simple publication in page makeup software, including:
 - establishing style palette
 - using templates
 - using menus
 - designing master pages
 - creating vertical and horizontal alignment of text
 - using box, line draw, and fill functions
 - creating headlines, sub heads and captions
 - creating screens
 - rotating text
 - printing landscape and portrait documents
 - using scalable fonts
 - importing and sizing graphic images
 - scanning, importing and sizing photos and drawings
 - creating drop caps
 - placing pull quotes
 - determining justified and unjustified text spacing
 - kerning
 - using non-standard leading
 - spacing headlines
 - wrapping text around even and uneven shapes.

Q. METHOD OF INSTRUCTION

The course will use a combination of lecture, discussion and hands-on experience. In preparing documents, participants will work with materials provided by the instructor, with materials produced in other Print Futures courses, and with other material at the discretion of the instructor.

R. COURSE EVALUATION

Publication production (2)	40%
Editing	10%
Lab exam	15%
Final exam	25%
Participation	<u>10%</u>
	100%