I. **OVERVIEW**
   The following information will appear in the 2009 - 2010 catalog

   **CGR-211 InDesign and Typography 1**
   3 Units

   Formerly listed as: CGR - 211: Typography 1
   Advisory: Before enrolling in this course, students are strongly advised to have basic computer skills: Mouse, file saving and opening, Text, etc.

   CGR 211 covers beginning and advanced skills using InDesign for fundamentals of typesetting and composition. InDesign is the primary page layout software used in the Graphic Design and Printing majors for AA and AS Degrees. Field trips might be required. Course is applicable to the associate degree.

II. **LEARNING CONTEXT**
   Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in Section III, Desired Learning:

   **A. COURSE CONTENT**

   1. **Required Content:**

      a. Composition Categories

         1. Hot metal
         2. Cold Type
         3. Desktop publishing

      B. Typographical Concepts

         1. Point size
         2. Leading and line spacing
         3. Fixed spacing
         4. Text positioning
         5. Character width
         6. X-height

      C. Typeface Classifications

         1. Divisions
         2. Font
         3. Series
         4. Family
         5. Style
         6. Classifications

            a. Roman or Serif
            b. San Serif
            c. Square Serif or Slab Serif
d. Script  
e. Text (Gothic and Old English)  
f. Decorative or Novelty  

7. History of Type  

D. Software  
1. Primary InDesign  
2. PageMaker (origin of InDesign)  
3. Quark XPress (Original page layout software preferred by Printers)  
4. Word Processing (usually for text to be placed)  

E. Point System  
1. Type sizes  
2. Line spacing or Leading  
3. Converting from points to picas and inches  

F. Copyfitting  

G. Fixed Spacing  

H. Type Anatomy  
I. Proofreading symbols  

J. Coding  
1. Markup  

K. Desktop systems and scanners  

L. Functions  
1. Queing  
2. Processing  
3. File Management  

M. InDesign Skills  
1. The Work Space  
2. Building Pages  
3. Working With Text  
4. Working With Objects  
5. Working With Pictures  
6. Tables  
7. Working With Color  
8. Streamlining Production  
9. Working With Layers  
10. Text Utilities  
11. Printing and Packaging
2. **Required Lab Content:**

   Creation of page layout using InDesign.

   1. Creating master pages, and marking up copy to create copy.
      a. Positioning copy left, right, centered, and justified
      b. Fonts, sizes, and variations
      c. Master pages
      d. Leading or line space
      e. Line length
      f. Proofing

   2. Text frames or boxes
      a. Frame size, weight, design, and positioning of frames
      b. Frame text inset
      c. Leading, sizes, fonts, variations, and positioning of text
      d. Proofing

   3. Manipulating Text
      a. Kerning
      b. Drop Caps
      c. Frame insets
      d. Italics and skewing

   4. Tabs and Tables
      a. Setting Tabs
      b. Working with Tabs
      c. Creating Tables
      d. Table Basics
      e. Creating a Table from Existing Text

   5. Creation of Forms
      a. Frames
      b. Tabs
      c. Applying Rules
      d. Vertical Rules

   6. Logo Creation
      a. Drawing Tools
      b. Outline Text
      c. Graphics Text
      d. Placing Type on Paths and Shapes
      e. Text manipulation after outlined

   7. Flowing Text and Wrapping
      a. Flowing Text in Columns
      b. Text Wrapping Objects and Graphics
c. Setting Wrap offsets
d. Clipping Paths and White Space

8. Applying Styles
   a. Object Library
   b. Defining Styles
   c. Creating Character Styles
   d. Redefining Styles
   e. Using Find/Change

9. Grids, Guides, and Aligning Objects
   a. Document Presets
   b. Guides and Columns
   c. Using Grids to Align Objects
   d. Aligning an Distributing Objects

10. Production Essentials
   a. Specifying Color
   b. Applying Color to Document
   c. Swatches Panel
   d. Color Separations
   e. Printers Marks
   f. Managing Graphics Files
   g. Links Panel
   h. Prepress Tips
   i. Preflight the document

B. **ENROLLMENT RESTRICTIONS**

1. **Advisories**

   Before enrolling in this course, students are strongly advised to have basic computer skills: Mouse, file saving and opening, Text, etc.

C. **HOURS AND UNITS**

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D. **METHODS OF INSTRUCTION (TYPICAL)**

Instructors of the course might conduct the course using the following method:

1. Lectures.
2. Lab demonstrations.

3. Discussion.

4. Group projects.

5. Computer-assisted activities will be completed to develop skills in related topics.

6. Simulated maintenance will be conducted on varied pieces of equipment connecting theory to practical application.

E. ASSIGNMENTS (TYPICAL)

1. **EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS**
   
   *Time spent on coursework in addition to hours of instruction (lecture hours)*
   
   A. Reading Each Week
      1. Weekly Chapter
      2. Weekly Chapter review
   
   B. Typesetting Labs each Week
      1. Instructor created labs to duplicate
      2. Chapter projects
   
   C. Recreate a Poster or Flyer
      1. Student Type layout (using good typography)
      2. Student Design
      3. Student Presentation
      4. Once or Twice a Semester
   
   D. Final Lab
      1. Use Mark-up Skills
      2. Tabs
      3. Tables
      4. Fonts and Variations
      5. Text Wraps
      6. Other InDesign Skills
   
   E. Written
      1. Review Questions
      2. Quizzes
      3. Mid Term
      4. Final
      5. Proofing

2. **EVIDENCE OF CRITICAL THINKING**
   
   *Assignments require the appropriate level of critical thinking*
   
   1. Type Identification - Collect 5 examples of each of the six Font Categories.
      a. Roman or Serif
b. San Serif

c. Square Serif or Slab Serif

d. Text (Old English or Gothic)

e. Script or Cursive

f. Decorative or Novelty

2. What is the short cut key for auto numbering?

3. Line space is measured from what to what?

4. Explain why a Roman font is a very good choice for a text book.

5. Explain why San Serif fonts are so frequently used.

6. Duplicate the supplied type lab sample, using mark-up skills and InDesign software.

F. **TEXTS AND OTHER READINGS (TYPICAL)**


III. **DESIRED LEARNING**

A. **COURSE GOAL**

*As a result of satisfactory completion of this course, the student should be prepared to:*

Use Typography knowledge to create finished layouts using beginning and advanced skills used in InDesign page layout software. Students will attain the following skills while completing CGR 211 labs and lectures: printers point system, type face identification, mark-up procedures, preparation of files for output, placing text and graphics, linking files, creating images with InDesign, and use typography layout skills.

B. **STUDENT LEARNING GOALS**

*Mastery of the following learning goals will enable the student to achieve the overall course goal.*

1. **Required Learning Goals**

*Upon satisfactory completion of this course, the student will be able to:*

a. Convert inches to picas and points; and points to inches with a printer’s ruler to measure and layout specified dimensions when given specific inches, picas and points.

b. Employ the basic characteristics of type anatomy to identify the six primary type-style classifications and describe their appropriate applications to graphic design when given type samples.

c. Apply fixed and variable spacing to horizontally and vertically position type elements to match a prescribed format when given a layout to follow.

d. Mark up typed copy to match a given original using the correct symbols and procedures when given a preprinted layout.

e. Correct typeset copy using the respective proofreading symbols and format when given a type set copy ready for proofing.

f. Create and edit a document file using the computer and page layout software when given a layout with proper editing or corrections.

g. Synthesize the typographical concepts and computer software to compose several text files to be processed in a page layout software when given a lab assignment with specific skills.
necessary for completion.

h. Convert, recall, edit and save typesetting files using type commands and file functions when given a page layout file.

i. Queue files and process typeset work when given completed files.

j. Use the basic short cut keys to accelerate their speed to create completed layouts.

k. Use InDesign to create tables.

l. Use master pages.

2. **Lab Learning Goals**

*Upon satisfactory completion of the lab portion of this course, the student will be able to:*

a. Create a layout in 1 hour that includes columns, tabs, graphics with text wrap, formatting, color, and print.

b. Proofread and correct errors in an InDesign document.

c. Output files in the correct file formats as needed by the printer or output device.

IV. **METHODS OF ASSESSMENT (TYPICAL)**

A. **FORMATIVE ASSESSMENT**

1. A written critique and grade given for each project

2. Examination and quizzes to demonstrate the understanding of objective course material

3. Individual assignments are given throughout the semester. The following criteria is used for evaluation:
   1. Group task analysis/troubleshooting
   2. Written examinations to include essays and quizzes
   3. Descriptive lab analysis
   4. Creation of product “mock-up”
   5. Task performance ratings
   6. Problem solving techniques
   7. Demonstrated skill performance (mechanical and electronic)
   8. Small group class presentations
   9. Written systems diagnosis/recommendations
   10. Evidence of learning expressed by increased competence in software and hardware skills.
   11. Inclusion of individual creative solutions to individual or common group problems, with emphases on group task analysis

B. **SUMMATIVE ASSESSMENT**

1. Final exam

2. Mid Term exam

3. Quizzes