

COURSE INFORMATION

Date: NOVEMBER 1994

A. Division: INSTRUCTIONAL

ARTS

Revision of Course NOVEMBER 1994

Information Form: X

D: DOCUMENT DESIGN AND PRODUCTION I

E:

3

C:

PRFU 350

Title	Semester Credit	Subject and Course Number	Descriptive T
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**Calendar Description:** This course will provide a basic introduction to computer print production including page layout, page layout software and electronic camera read/writer for simple projects. Emphasis will be placed on understanding computer layout 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.

Summary of Revisions: (date & section) 94.11 - C.F.N., O.P.O.R

Subject and Course Number

N. Textbooks and Materials to be Purchased by Students:

Shuchan, B. and Wright, D. Park in Textiles. MicroBook Press, 1991.

C. 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 in their design groups to develop a design project similar to that 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, 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 design, numbering techniques, the use of white space and colour (text and background) and be familiar with common design errors
- \* become familiar with print terminology
- \* become familiar with print production processes

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 software for use on separate minimum resolution and laser page layout printers and published documents
- examine and use the various hardware configurations necessary to operate a desktop publishing service effectively (including computers, monitors, printers, scanners)

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

software page makeup

**Q. METHOD OF INSTRUCTION**

The course will use a combination of lecture, discussion and hands-on experience. In preparing