

APGR 62 Course Outline as of Spring 2011**CATALOG INFORMATION**

Dept and Nbr: APGR 62 Title: LONG PUB PRODUCTION
 Full Title: Long Publication Production
 Last Reviewed: 5/13/2002

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	2.00	8	Lecture Scheduled	16.00
Minimum	1.50	Lab Scheduled	2.00	8	Lab Scheduled	16.00
		Contact DHR	0		Contact DHR	0
		Contact Total	4.00		Contact Total	32.00
		Non-contact DHR	1.00		Non-contact DHR	8.00

Total Out of Class Hours: 32.00

Total Student Learning Hours: 72.00

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 39 - Total 2 Times

Also Listed As:

Formerly:

Catalog Description:

This course will offer advanced techniques for producing long publications. Topics to be covered will include: a systematic approach to creating book layouts, advanced use of style sheets and master pages, table of contents and indexing, generating one publication from numerous files, typographic fine tuning, importing and manipulating images, defining spot and process colors.

Prerequisites/Corequisites:**Recommended Preparation:**

Course Completion of APGR 52A (or APGR 91)

Limits on Enrollment:**Schedule of Classes Information:**

Description: This course offers advanced techniques for producing long publications. Topics covered will include: a systematic approach to creating book lay- outs, advanced use of style sheets and master pages, table of contents and indexing, generating one publication from numerous files, typographic fine tuning, importing & manipulating images, defining spot &

process colors. (Grade Only)

Prerequisites/Corequisites:

Recommended: Course Completion of APGR 52A (or APGR 91)

Limits on Enrollment:

Transfer Credit:

Repeatability: Total 2 Times

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Upon successful completion of this course the student will be able to:

1. Create complex, multi-page documents.
2. Develop complex style sheets.
3. Generate book layout comps.
4. Create and use templates.
5. Import and manipulate graphic images.
6. Create professional looking text and integrate that text with graphics.
7. Generate a completed publication, including table of contents and index.

Topics and Scope:

Systematic approach to producing long publications.

Lecture Schedule:

1. Basic page layout skills
2. Readability and legibility principles
3. Developing complex style sheets
4. Generating book layout comps
5. Creating and using templates
6. Paragraph formatting, indents, keep lines, hyphenation
7. Using paragraph rules
8. Creating tables and charts
9. Master pages: page numbering, creating headers and footers
10. Copy flow: linking text, importing text

11. Table of contents
12. Indexing
13. Importing and manipulating graphics
14. Combining text and graphics: text wrap, inline graphics
15. Using spot and process color

Assignment:

Projects:

1. Multi-page booklet
2. Table design (using rules)
3. An index and table of contents for an existing publication

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing
0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Exams, PROJECTS

Problem solving
10 - 30%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

PROJECTS

Skill Demonstrations
50 - 80%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, Completion

Exams
10 - 20%

Other: Includes any assessment tools that do not logically fit into the above categories.

None

Other Category
0 - 0%

Representative Textbooks and Materials:

Instructor prepared materials.