

GD 20 Course Outline as of Fall 2019**CATALOG INFORMATION**

Dept and Nbr: GD 20

Title: INTRO TO TYPOGRAPHY

Full Title: Introduction to Typography and Letterforms

Last Reviewed: 10/8/2018

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	4	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:

An introduction to typography for visual communications in graphic design. The class emphasizes the use of typography in the design process, including aspects of analytical and creative design through typical media, including: a brochure, poster, or magazine ad. Students explore the evolution and classification of letterforms, the investigation of structure, format, legibility, and expression. Exercises include both hand and digital skills, including hand lettering and experimental type, with an emphasis on the application of typography.

Prerequisites/Corequisites:**Recommended Preparation:**

Course Completion or Concurrent Enrollment in GD 51

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

Description: An introduction to typography for visual communications in graphic design. The class emphasizes the use of typography in the design process, including aspects of analytical and creative design through typical media, including: a brochure, poster, or magazine ad. Students

explore the evolution and classification of letterforms, the investigation of structure, format, legibility, and expression. Exercises include both hand and digital skills, including hand lettering and experimental type, with an emphasis on the application of typography. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Course Completion or Concurrent Enrollment in GD 51

Limits on Enrollment:

Transfer Credit: CSU;UC.

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

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

IGETC:	Transfer Area	Effective:	Inactive:
---------------	----------------------	------------	-----------

CSU Transfer:	Transferable	Effective:	Fall 2009	Inactive:
----------------------	--------------	------------	-----------	-----------

UC Transfer:	Transferable	Effective:	Fall 2009	Inactive:
---------------------	--------------	------------	-----------	-----------

CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

Approval and Dates

Version:	04	Course Created/Approved:	4/13/2009
Version Created:	12/20/2017	Course Last Modified:	1/2/2021
Submitter:	Summer Winston	Course last full review:	10/8/2018
Version Status:	Approved (Changed Course)	Prereq Created/Approved:	10/8/2018
Version Status Date:	10/8/2018	Semester Last Taught:	Fall 2020
Version Term Effective:	Fall 2019	Term Inactive:	Spring 2021

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Demonstrate a basic vocabulary related to typography and graphic design.
2. Develop technical and creative problem-solving skills to conceptualize, design, produce, and present original applications of typography on graphic design projects.
3. Analyze the effectiveness of visual communications through typographic designs utilizing the critique process.

Objectives:

Upon completion of the course, students will be able to:

1. Create original typographic design projects, synthesizing the parameters of the assignment within a specific deadline.
2. Evaluate and defend their projects and typographic choices, and compare them to their peers during the critique process using critical thinking skills.
3. Utilize typographic terminology and measurements.
4. Design typographic layouts, synthesize their knowledge of other software, and build upon

- their knowledge of design principles and elements.
- 5. Demonstrate an understanding of the five classic typeface families.
- 6. Create a portfolio of finished typographic projects.

Topics and Scope:

- I. History, Contemporary Trends, Language, Aesthetics and Emerging Media as they Relate to Typography
- II. Anatomy of Letter Forms
 - A. Terminology including the internal grid structure, measurements and specifying type setting
 - B. Origins of typographic letter forms and the five classic typefaces classifications, type families, and identification
- III. Fonts and Families
- IV. Review of Typographic Tools and Features used in Design Software Programs such as Illustrator, Photoshop, and InDesign
- V. Type Measurements: Points and Picas
- VI. Type Layout and Formatting
 - A. Letter-spacing, word-spacing, kerning, tracking, leading, line length, alignment, paragraph considerations
 - B. Paragraph space and typographic consistency
 - C. Intro to Grid Theory
 - D. Text wrap
- VII. Design Principles
 - A. Creating typographic appeal and hierarchy
 - B. Page layout and compositional considerations: using the formal elements and principles of design as they relate to typography in design.
 - C. Expressive typography
 - D. Optical considerations, punctuation, display initials, modifying color, spot colors, process colors, digital and projected colors
 - E. Creating visual hierarchy and emphasis, grids
- VIII. Selecting and Mixing Typefaces
 - A. Concord and contrast
 - B. Mixing faces
 - C. Designing with text and display fonts
- IX. Readability and Legibility
 - A. Designing for maximum effectiveness
 - B. Targeting particular audiences.
- X. Hand Lettering and Typeface Creation
 - A. Brush pen and calligraphy pen
 - B. Drawn letter forms
 - C. Digitizing
 - D. Converting into typeface
 - E. Chalk
 - F. Process
 - G. Inking
- XI. Using Type Effectively
- XII. Typographic Details
 - A. Headlines and subheads
 - B. Body copy, hyphenation, and line breaks
 - C. Pull quotes and captions
 - D. Web typography

XIII. Typographic Refinements

- A. Small caps and old-style numerals
- B. Ligatures and open type alternates
- C. Punctuation style and refinements

XIV. Proofreading and Pre-Press

XV. Pre-Press and Preparing Files for Print

XVI. Creating Professional Quality Designs from Concept to Completion, avoiding Amateur Pitfalls

XVII. Trends in Type

XVII. Type Options for Web Design

XIX. Type across Software Platforms

XX. Group and Individual Critiques of Typographic Design utilizing relevant Terminology and Concepts

XXI. Free and Commercial Font Sites:

- A. Features, pros and cons
- B. Common font formats including TrueType and OpenType
- C. How to download a font for use in a graphic design project
- D. Font copyright concerns
- E. Comparison of commercial versus free font sites on the web
- F. Different font types and basic techniques for downloading and using them

Assignment:

1. Exercises/activities centering around the use of type (1 - 16), such as:
 - a. A layout based project that focuses primarily on the use of type
 - b. A layout based project that examines type concerns under a variety of different types of constraints
 - c. A web based project that uses type effectively, taking into consideration type needs as related to digital environments
 - d. A print based project that explores, examines and repurposes type found in the student's everyday environment.
 - e. Advertising based project that explores the use of type while experimenting with different color modes (CMYK and gray scale)
 - f. Identifying and labeling the anatomy of typefaces
 - g. Matching typefaces with appropriate font families
 - h. Practice creating hand lettering
 - i. In class exercises that expands on weekly topics
2. Design based projects centering around the use of type (1 - 6), such as:
 - a. Based on an instructor selected topic, create two versions of a poster, one using hand lettering completed by hand and a second design digitally created
 - b. Create your typeface and use it in a digital design
 - c. Create a newsletter based on instructor selected topics
 - d. Locating type in everyday life, photograph it, then use the type to design cards detailing where the letter was found, what's its type category and more. This is a printed assignment
3. Critiques, group and individual critiques in oral or written formats
4. Weekly reading assignments (1 - 50 pages)
5. Exam and/or Quizzes (0 - 16)
6. Attendance and participation in in-class critiques

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.

Exercises/activities centering around the use of type

Problem solving
20 - 40%

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

Design based projects centering around the use of type

Skill Demonstrations
20 - 60%

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

Quizzes and/or exams

Exams
0 - 40%

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

Attendance and participation in in-class critiques

Other Category
5 - 20%

Representative Textbooks and Materials:

Instructor prepared materials

The Elements of Typographic Style. 4th ed. Bringhurst, Robert. 2013 (classic)

Thinking with Type. 2nd ed. Lupton, Ellen. Princeton Architectural Press. 2010 (classic)

OTHER REQUIRED ELEMENTS

STUDENT PREPARATION

Matric Assessment Required:	X	Exempt From Assessment
Prerequisites-generate description:	NP	No Prerequisite
Advisories-generate description:	A	Auto-Generated Text
Prereq-provisional:	N	NO
Prereq/coreq-registration check:	N	No Prerequisite Rules Exist
Requires instructor signature:	N	Instructor's Signature Not Required

BASIC INFORMATION, HOURS/UNITS & REPEATABILITY

Method of instruction:	02	Lecture
	71	Internet-Based, Simultaneous Interaction
	72	Internet-Based, Delayed Interaction
Area department:	CS	Computer Studies
Division:	72	Arts & Humanities
Special topic course:	N	Not a Special Topic Course
Program status:	1	Both Certificate and Major Applicable
Repeatability:	00	Two Repeats if Grade was D, F, NC, or NP
Repeat group id:	GD20	GD 20 - APGR 20

SCHEDULING

Audit allowed:	N	Not Auditable
Open entry/exit:	N	Not Open Entry/Open Exit
Credit by exam:	N	Credit by examination not allowed
Budget code: Program:	0000	Unrestricted
Budget code: Activity:	0702	Graphic Design

OTHER CODES

Discipline:	Graphic Arts	
Basic skills:	N	Not a Basic Skills Course
Level below transfer:	Y	Not Applicable
CVU/CVC status:	N	Not Distance Ed
Distance Ed Approved:	Y	Exclusively online or other technology based instruction
Emergency Distance Ed Approved:	Y	Fully Online Partially Online Online with flexible in-person activities
Credit for Prior Learning:	N	Agency Exam
	N	CBE
	N	Industry Credentials
	N	Portfolio
Non-credit category:	Y	Not Applicable, Credit Course
Classification:	Y	Career-Technical Education
SAM classification:	C	Clearly Occupational
TOP code:	1030.00	Graphic Art and Design
Work-based learning:	N	Does Not Include Work-Based Learning
DSPS course:	N	Not a DSPS Course

In-service:

N

Not an in-Service Course