

ELECTRONIC PUBLISHING AND LAYOUT/GRAPHIC DESIGN

Pierce County Careers Connection Dual Credit Articulation Agreement

Upon completion of high school courses equivalent to the following competencies:

- Prepare and Understand Typography
 - Apply various steps associated with basic typographic principles and terminology.
 - Identify type groups:
 - Serif
 - Sans Serif
 - Decorative
 - Script
 - Identify type faces (fonts)
 - Identify type styles:
 - Bold
 - Italicize
 - Identify parts of the E-scale.
 - Identify and explain the basic mathematics related to typography, to include the point and pica system, and correctly reading an E-scale.
 - Explain pica and point system.
 - Use E-scale for measurements.
 - Use/identify line length measurements.
 - Use/identify leading measurements.
 - Complete/create projects using software.
 - Use vocabulary/terms/language.
 - Demonstrate basic knowledge of the hierarchy of text and explain the various steps associated with the use of type for emphasis and contrast.
 - Apply kerning
 - Apply tracking and set width methods.
 - Explain the various steps associated with the use of these principles to affect the readability and legibility of type.
- Perform Proofreading
 - Demonstrate a basic knowledge of proofreading and explain the various steps associated with proofreading and customer changes using customer relations and techniques to resolve situations that arise in regard to changes, extra charges, and deadlines.
 - Identify keyboard keys and modifier keys.
 - Open/use software - InDesign
 - Use spell check for corrections.
 - Use find and change for corrections.
 - Use/identify proofreading marks.
 - Type projects on computer.
 - Make proofreading marks.
 - Print out completed copy.
 - Complete/create projects using software.
 - Perform color management (CMYK, RGB, Pantone)
 - Identify/understand bitmap versus vector images
- Prepare and Perform Projects InDesign
 - Demonstrate the ability to perform the following competencies:
 - Use software
 - Use document set-up
 - Use preferences
 - Use menu bar of software
 - Use control palette
 - Create new files
 - Close files
 - Use Save files/Save As files
 - Save files to folders
 - Save files to disks
 - Open and close files
 - Rename files
 - Identify and use dialog boxes and elements on page view
 - Re-size views
 - Use keyboard commands
 - Use zero point
 - Copy items
 - Paste items
 - Work with text
 - Use type on path and bounding boxes
 - Set up columns
 - Use master pages
 - Insert pages
 - Delete pages
 - Use color palette
 - Place graphics
 - Select elements and graphics
 - Send items to front and back (layers)
 - Use clip art and stock images
 - Use software to create projects
 - Check graphic links on links palette
 - Create crop marks through the print dialog box
 - Reduce the file in the print dialog box
 - Understand and use the tutorial to create files
 - Use tabs
 - Create text wraps
 - Identify and use print dialog box for printing
 - Complete and create projects to finish form using software
 - Use vocabulary/terms/language
 - Use layers
 - Use grouping
 - Use styles and style sheet
 - Text threading and auto flow
 - Create digital and physical portfolios

A student earning a “B” grade or better may earn college credit at the following college:

<u>College</u>	<u>Course</u>	<u>Credits</u>
Clover Park Technical College	GTC 143	5