

South Central College

# GCC 1120 Graphic Software 1

## Common Course Outline

### Course Information

**Description** This course will be taught in a hands-on atmosphere, learning the basics of various software packages used within the industry. Students will work with the tools, menus and panels, and integrate the use of the softwares for print and non-print outputs. (Prerequisites: Next Gen Accuplacer Reading score 224 or higher, or Classic Accuplacer Reading score 36 or higher)

**Total Credits** 4

**Total Hours** 112

### Types of Instruction

Instruction Type	Credits/Hours
Lecture	1/16
Lab	3/96

### Pre/Corequisites

### **Learning Objectives**

Explain the hierarchical method of folders and files.  
Save files and supporting documents as instructed.  
Back up folder and files on a continuous basis.

## **4. Set-up the various software packages' workspace environment.**

### **Learning Objectives**

Utilize document creation functions and preference settings.  
Differentiate among menu items and all floating panels.

## **5. Create new documents.**

### **Learning Objectives**

Change document settings specific to each project.  
Save common document settings as a specific preset.

## **6. Utilize the selection tools.**

### **Learning Objectives**

Differentiate the controls and purpose among the selection tools.  
Manipulate text and graphic frames, lines, basic shapes and individual graphics/graphic selections.

## **7. Utilize the various drawing tools.**

### **Learning Objectives**

Differentiate among the drawing tools and the options available within each tool.  
Manipulate the controls of the various drawing tools.

## **8. Utilize various character settings to control typographic features.**

### **Learning Objectives**

Use various fonts and type sizes available.  
Manipulate the character attributes of type.  
Manipulate spacing of type such as white space, leading, kerning and tracking.  
Create layouts utilizing various character settings.

## **9. Explain the functions of the various type tools.**

### **Learning Objectives**

Create text frames and text paths with various type tools.  
Select and highlight text insertion point.  
Use editing features such as copy, paste and cut.  
Manipulate text frame features such as columns, frame insets, vertical alignment, etc.  
Create outlines of type.

## **10. Explain the functions of the various transformation tools.**

### **Learning Objectives**

Utilize the various transformation tools.  
Manipulate images and image frames with transformation tools.

## **11. Explain the functions of the various modification and navigation tools.**

### **Learning Objectives**

Use the modification and navigations tools to efficiently move around your project.  
Utilize keyboard shortcuts with these tools to work more efficiently.  
Use tools and keyboard shortcuts to change document views.

## **12. Use the various grids and guides.**

### **Learning Objectives**

Manipulate and use rulers, margin, column and all other guides.  
Show, hide and lock guides.  
Change preference settings of specific guides to customize the work environment.

## **13. Import various graphical images.**

