



South Central College

## GCC 1120 Graphic Software

### Course Outcome Summary

#### Course Information

<b>Description</b>	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)
<b>Total Credits</b>	4
<b>Total Hours</b>	112

#### Types of Instruction

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

#### Pre/Corequisites

Next Gen Accuplacer Reading score 224 or higher, or Classic Accuplacer Reading score 36 or higher

#### Institutional Core Competencies

Critical and Creative Thinking - Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

#### Course Competencies

**1. Demonstrate industry-related work ethics and habits.**

**Learning Objectives**

Maintain clean work area.  
Develop ethical habits for working in a digital environment.

**2. Develop basic established industry principles while working with all software packages.**

**Learning Objectives**

Articulate the purpose and appropriate usage of each software.  
Organize folder and file structures in alignment with industry standards.  
Name folder and file structures according to naming conventions.

**3. Utilize the network for saving files in the proper locations.**

**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.**

**Learning Objectives**

Place images on a page layout.  
Differentiate between the selection and direct-selection tool.  
Explain the importance of maintaining proportional graphics.  
Size raster graphics to place at 100% on a layout.

**14. Manage image links.**

**Learning Objectives**

Explain the importance of linking graphics within a page layout.  
Organize file and folder structure for links of each page layout.  
Update, relink and edit graphical links.

**15. Use the color panel and swatches panel to control color.**

**Learning Objectives**

Add, delete and edit color swatches panel.  
Differentiate among the various color models and matching systems.  
Utilize stroke and fill to apply color features on various items of a layout.  
Utilize foreground/background colors.

**16. Utilize image editing tools and panels to enhance various graphics.**

**Learning Objectives**

Utilize various filters, blends and special effects.  
Differentiate among tools, panels and menu items to enhance graphics.

**17. Create various layouts.**

**Learning Objectives**

Develop composite layouts.  
Develop motion presentations.  
Prepare text elements for a specific output.  
Prepare graphical elements for a specific output.

**18. Output files to various printing devices.**

**Learning Objectives**

Utilize print preferences for outputting files.  
Work within softwares for proper output.  
Operate the high-end output devices.

**19. Export original file to various file formats.**

**Learning Objectives**

Manipulate the settings for appropriate file creation.  
Differentiate among the various settings for specific file format type.

**20. Explore interactive features.**

**Learning Objectives**

Illustrate movement of graphics and shapes.  
Illustrate movement of type.  
Produce interactive layouts.

**SCC Accessibility Statement**

South Central College strives to make all learning experiences as accessible as possible. If you have a disability and need accommodations for access to this class, contact the Academic Support Center to request and discuss accommodations. North Mankato: Room B-132, (507) 389-7222; Faribault: Room A-116, (507) 332-5847.

Additional information and forms can be found at: [www.southcentral.edu/disability](http://www.southcentral.edu/disability)

This material can be made available in alternative formats by contacting the Academic Support Center at 507-389-7222.