

Piedmont Technical College Course Syllabus

COURSE INFORMATION

Course Prefix/Number: CGC 106

Title: Typography I

Responsible Division: Business, Information Technologies and Public Service

Last Day to Withdraw from this Course: For the last date to withdraw from this course, consult the current *Student Calendar*.

Course Description:

For course, credit hour, pre-requisite(s) and co-requisite(s) information, visit the Detailed Course Information page: www.ptc.edu/courses/CGC106.

Textbook and Other Materials:

For textbook information and additional required and/or supplemental materials, visit the [college bookstore](http://www.ptc.edu/bookstore) (www.ptc.edu/bookstore).

Proctored Examinations:

Proctored examinations for distance learning courses taken at non-PTC campuses may require a proctoring fee for each exam taken.

COURSE POLICIES

Course policies are available online through the *Academic Catalog* and *Student Handbook*. Visit the [Course Policies page](http://www.ptc.edu/syllabus/policies) (www.ptc.edu/syllabus/policies) for a detailed list of important policies and more information.

GRADE POLICY

Detailed grading policy information can be found on the [Grading Policy webpage](http://www.ptc.edu/grading-policy) (http://www.ptc.edu/grading-policy). Final grade appeal information is available in the [Academic Catalog](http://www.ptc.edu/catalog/) (http://www.ptc.edu/catalog/).

ACCOMMODATIONS

Accommodations for ADA:

Information is available on the [Student Disability Services webpage](http://www.ptc.edu/ada) (<http://www.ptc.edu/ada>).

RATIONALE

Why do I need this course?

By the end of semester, students will know the parts of the letterform and typographical terms. They will also know what factors to consider when choosing typefaces, type sizes, spacing for lines, letters and words so that they will be able to communicate successfully with anyone dealing with typography in the commercial printing field.

PROGRAM INFORMATION

For program information including required courses, program learning outcomes, gainful employment information and advisement information, refer to the Academic Program webpage. Go to [Academics](http://www.ptc.edu/academics) (<http://www.ptc.edu/academics>), select your program, and then select Credentials Offered.

COURSE STUDENT LEARNING OUTCOMES

Upon successful completion of this course and/or clinical, each student will be able to:

- Complete assignments successfully on origins of the alphabet, type terminology and type measurement.
- Recognize and differentiate the five classic typefaces.
- Consider factors to decide the correct line-spacing, line length and type arrangement for specific type families.
- Use design and color with body type and display type.
- Know how to create emphasis with type.

GENERAL EDUCATION COMPETENCIES

Piedmont Technical College General Education Competencies for All Graduates:

This course may address one or more of the following General Education Competencies (assessment will be stated when applicable):

Communicate effectively.

Assessment:

Through quizzes, visual aids and projects, students will demonstrate knowledge of correct terminology used in the business of typography.

Apply mathematical skills appropriate to an occupation.

Assessment:

Complete typographical projects based on given measurements and be able to measure type in points and picas.

Employ effective processes for resolving problems and making decisions.

Assessment:

N/A

Demonstrate the basic computer skills necessary to function in a technological world.

Assessment:

All assignments are completed with computers and students will have knowledge of file sizes, saving/retrieving files and be able to use different softwares to complete assignments which are submitted to D2L dropbox.

To validate proficiency in the general education competencies, students in some programs will be tested using Work Keys.