

I. COURSE DESCRIPTION:

This course is a hands-on class that will introduce students to the Mac operating system for proper usage in the development of Graphic Design solutions. Students will begin with the proper means of storing and accessing files and file organization. Following the introduction to operating systems students will develop projects using Adobe InDesign, while incorporating various formats for proper print output, formatting, and type manipulation. Students will be introduced to the basics of Adobe Photoshop and Illustrator for the purpose of proper integration into InDesign formats. Students will also be developing and/or exporting files in PDF format with attention being placed on technical accuracy..

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Properly use and understand the Macintosh operating systemPotential Elements of the Performance:

- Recognize and effectively utilize the Mac OS operating system and the standard software within the operating system
- Refinement of file storage methods for proper access to files and archiving methods, and proper file storage within the College Student Network
- Develop an efficient understanding of networking within a studio setting
- Develop an understanding of the disk utility software

2. Properly use keyboard and keyboard commands for standard operating systems and specific software applicationsPotential Elements of the Performance:

- Learn proper keyboard short cuts to increase production speed
- Strengthen keyboard and mouse skills for proper production of files

3. Efficiently use Adobe InDesign for design related applicationsPotential Elements of the Performance:

- Properly apply the tools available in Adobe InDesign
- Develop proper document formats for varied Design problems
- Recognize and develop appropriate file formats for integration into InDesign
- Develop and edit typographic style sheets for paragraph and character formatting
- Identify proper output formats for specific applications and recognize various technical problems that can affect output.
- Apply spell check and Find/Replace to properly edit and correct documents

4. **Properly export files for Acrobat Format**

Potential Elements of the Performance:

- Develop ability to properly export files from InDesign to Acrobat format
- Develop basic skills for the use of Acrobat

5. **Apply appropriate, effective, and professional practices in the classroom studio setting.**

Potential Elements of the Performance:

- demonstrate organizational skills such as scheduling, prioritizing, planning, and time management.
- demonstrate the ability to work within project restrictions and time limitations.
- make effective design presentations, as per instructor specifications regarding directions and quality.

III. TOPICS:

1. The Macintosh computer and basics of operating system
2. Macintosh OS and the software included with the operating system
3. Use of College network, D2L, and the Student Portal
4. Proper document set up and options available in InDesign
5. Adobe InDesign, use of tools to create strong Design projects; page set up, tabs, type formats, document formats, tables, paragraph/character styles, paragraph space, indent, glyphs, proper content editing tools
6. File formats for import or exporting from InDesign
7. Diagnostics for Macintosh computer and networking troubleshooting
8. Proper file management
9. Computer (Mac) hardware – identify hardware and replacement of RAM, PCI Cards, Hard drive
10. Professional presentation techniques and professional practices

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Required text: None

Recommended Reading

Adobe Classroom in a book for InDesign, Illustrator, Photoshop and Acrobat

Photoshop WOW book

Illustrator WOW book

V. EVALUATION PROCESS/GRADING SYSTEM:**Assignments = 100% of final grade**

Final evaluation for this course will be a letter grade as outlined below.

Assignments will be weighted equally and will constitute 100% of the student's final grade. **A missing assignment is equivalent to course objectives not achieved which results in an "F" (fail) grade for the course.**

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	
A	80 – 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty, student contact information may be confidentially provided to Student Services in an effort to offer even more assistance with options for success. Any student wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

VI. SPECIAL NOTES:**Attendance:**

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session

Attendance is mandatory for this course to ensure the course requirements and objectives are met. A total absence of 3 classes for the semester will be tolerated. After 3 absences penalties will take effect, an additional 10% will be deducted from the final grade for this course per class missed and %5 deduction for lates.
 i.e. 4 classes missed = 10% deduction form final grade
 4 classes missed and 1 late = 15% deduction from final grade

DEDUCTIONS – LATES AND FAILS

All assignments must be submitted to a satisfactory level to achieve credit for this course

Lates:

An assignment is considered late if it is not submitted at the time and date specified by the instructor. The maximum grade a late assignment will be assessed is a C (65%) grade.

If an assignment deadline is missed the student **MUST** immediately negotiate a new deadline with the instructor. If a renegotiated deadline is missed the maximum allowable grade is 50% D when the assignment is submitted for evaluation.

A late assignment which is not executed to a minimum D (satisfactory) level will be assigned a fail grade with additional penalties outlined below.

Fail:

A fail grade (F) is assessed to an assignment which has not been executed to a minimum satisfactory “D” grade level or in which the directions have not been followed correctly.

Upon achieving a Fail(F) grade (below 50%) the student must meet with the instructor **immediately** to negotiate a revised deadline. The assignment must be redone to passing standard by the new deadline to achieve credit for the assignment.

Maximum grade for a failed assignment is “C” (65%)

If failed assignments are not submitted by the negotiated deadline the late penalty policy will apply.

Homework:

This is a four credit course delivered in a 3 hour supervised format. It is expected that a minimum of one-hour homework be done each week.

Reclaiming and Retaining Past Assignments

For the development of student portfolios it is important that ALL past assignment work be reclaimed and retained by the student.

Printed or traditional media assignments, will be returned during a class session, and if absent, it is the student's responsibility to reclaim the assignment. Assignments will be held by the faculty for a maximum of three weeks after which, the work will be discarded.

Resubmission policy

Any assignment completed during this course may be submitted for re-evaluation if the following criteria are met by the student.

- an assignment that was initially submitted past the initial assigned deadline will not be eligible for re-evaluation.
- an assignment that initially achieved a fail grade must be resubmitted to achieve minimum project standards and will receive a maximum C grade as indicated under the section for Lates and Fails in this outline.
- the resubmitted project must be accompanied by the original project and the original evaluation sheets (with written indication of grade breakdown) provided by the professor
- assignments may be resubmitted at any time during the semester. The final date for last resubmissions will be announced by the professor during class and usually are no later than two weeks prior to the end of the semester.
- Resubmitted assignments must identify the project and class, and be clearly marked "RESUBMISSION" when submitted
- it must be understood that resubmitted assignments are usually marked with greater scrutiny than first submissions to take into consideration the learning experiences, practice, and achievement of learning outcomes achieved by the student during later sessions in the semester.
- When comparing the original submission grade and the resubmission grade the student will receive benefit of the higher grade
- Assignments will not be accepted for resubmission to include preliminary studies. Preliminary studies should be completed before the commencement of work on final comprehensives and as such will only be considered for evaluation on or before the original submission. Assignments resubmitted to include preliminaries must be completely re-done and have a new creative direction for evaluation.

VII. COURSE OUTLINE ADDENDUM:

1. The provisions contained in the addendum located in D2L and on the portal form part of this course outline.