



**I. COURSE DESCRIPTION:**

This course is designed to introduce the students to the Apple Macintosh Computer Graphics system. This is a foundation course in the basics of electronic creativity. The importance of computer terminology will be stressed. Students will learn to manipulate equipment and software to produce professionally hand drawn computer graphics images.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:****1. Demonstrate a good working knowledge of the desktop**Potential Elements of the Performance:

- properly identify the icons that appear on the desktop (the hard drives, printers, trashcan etc.)
- demonstrate the ability to open and close files, and programs.
- practice and refine making folders, saving folders to the proper destination and saving work to the correct folder.
- recognize the function of the 'chooser' in selecting the correct printer.

**2. Originate visual graphic designs through the proper use of the toolbox, inspector, colour mixer, etc.**Potential Elements of the Performance:

- demonstrate the ability to properly use curve, corner and connection points.
- demonstrate the ability to produce precision, smooth edges.
- practice and refine the use of the toolbox.
- distinguish between activating and deactivating.
- apply knowledge in the proper procedure for mixing various tints.
- Demonstrate the use of cloning, duplicating cut, copy, and paste.
- effectively use the technique of 'paste inside'.
- practice and refine the use fills using the inspector pallet.
- make effective use of 'converting to paths'.
- effectively edit paths using the pen tool and inspector pallet.

**3 Develop and implement solutions to basic design problems.**Potential Elements of the Performance:

- effectively use the fundamental elements and principles of visual expression and communication ( visual language) , including composition and visual priorities.
- effectively use basic colour terminology and theory .
- apply knowledge of basic design principles to begin evaluating

one's own work.

**4 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. Introduction to Mac
2. Introduction to Freehand and tools
3. Using tools of a drawing program
4. File management
5. Introduction to file formats and transfer of files
6. File sharing

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Students will need a 100mb Zip disk to back-up their work

**V. EVALUATION PROCESS/GRADING SYSTEM:**

**Assignments + 100% of final grade**

Assignments will constitute 100% of the student's final grade in this course. A missing assignment is equivalent to course objectives not achieved which results in an "R" (repeat) grade for the course.

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field	

U	placement or non-graded subject areas. Unsatisfactory achievement in field placement or non-graded subject areas.
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies &amp; Procedures Manual – Deferred Grades and Make-up</i> ).
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.

**Midterm grades:**

Midterm grades are granted as “S” for Satisfactory progress and “U” for unsatisfactory progress. Unsatisfactory progress in two or more courses requires an appointment with the Program Co-ordinator or the School’s Dean.

**Deductions – Lates and Incompletes****Lates:**

An assignment is considered late if it is not submitted at the time and date specified by the instructor.

A late assignment will be penalized by a 5% deduction for each week that its late. The total late penalty Will be deducted from the final grade. Eg. 3 weeks late = 15% deduction from final grade.

Maximum grade for a late assignment is “C”

A late assignment which is not executed to a minimum C (satisfactory) level will be assigned an incomplete grade with additional penalties outlines below.

**Incompletes**

An incomplete grade is assessed to an assignment which has not been executed to a minimum satisfactory “C” grade level or in which the directions have not been followed correctly.

An incomplete assignment must be entirely re-done or corrected according to the instructor’s specific instructions and resubmitted within one week.

An incomplete assignment will be penalized by a 5% deduction from the final grade.

Maximum grade for an incomplete assignment is “C”

Incomplete assignments not submitted within the one week

Timeframe will be subject to 5% late deductions for each week they are overdue.

**Attendance:**

Significant learning takes place in the classroom setting through an interactive learning approach; therefore students are expected to attend all classes and inform the instructor of an anticipated absence. 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.

i.e. 4 classes missed = 10% deduction from final grade

5 classes missed = 20% deduction from final grade

**VI. SPECIAL NOTES:**Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

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.

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.