SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

<u>COURSE OUTLINE</u>

COURSE TITLE: SOFTWARE RESEARCH TWO

CODE NO. :   ADV3160   **SEMESTER:**   Fall 2002

PROGRAM: Graphic Design

AUTHOR: Ritchie Donaghue

DATE: June 2002   **PREVIOUS OUTLINE DATED:**

APPROVED:

_____   _____
                                       DEAN   **DATE**

TOTAL CREDITS: 6 credits

PREREQUISITE(S):   ADV 2410, ADV2400

HOURS/WEEK: 3 hours supervised

I.   COURSE DESCRIPTION:
This course will build upon the skills learned using various industry standard software. Students will be required to develop a complete understanding of vector and raster based software packages as well as an intermediate understanding of animation for web based graphics. There will be particular emphasis on industry standard methods of producing graphics that properly output for presentation and final production. Students will develop advanced skills using Quark X-Press, Adobe Illustrator, Adobe Photoshop, Adobe Image Ready and Adobe Acrobat.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:
1. Use Quark X-Press to develop multi page documents
2. Use Adobe Illustrator at an professional level to develop vector based graphics that are suitable for press or soft copy production
3. Use Adobe Photoshop at a professional level to develop raster based graphics for various output methods
4. Convert various graphics to Acrobat format for distribution
5. Develop animations in GIF or Quick time format

1.   **Quark X-press**, industry standard page layout
       Potential Elements of the Performance:
       Create multi page documents using linking, master pages, style sheets, all tools and keyboard short cuts

2.   **Adobe Illustrator**
       Potential Elements of the Performance:
       Create professional level vector graphics utilizing all tools within the Illustrator software package

3.   **Adobe Photoshop**
       Potential Elements of the Performance:
       Create professional level raster graphics utilizing all tools within the Photoshop software package

4.   **Adobe Image Ready**
       Potential Elements of the Performance:
       Create professional level raster graphics utilizing all tools within the Image Ready software package. This will include single images as well as GIF animations and Quicktime animations

     5.   **<u>Adobe Acrobat</u>**
          <u>Potential Elements of the Performance</u>:
          Create professional level graphics utilizing all tools within the Acrobat
          software package

     6.   **<u>Software/studio standards</u>**
          <u>Potential Elements of the Performance</u>:
          Complete and adaptive understanding of industry standard formats
          for output or cross platform purposes

III.   TOPICS:

     1.   Quark X-Press

     2.   Adobe Illustrator

     3.   Adobe Photoshop

     4.   Adobe Image Ready

     5.   Adobe Acrobat

     6.   Animation formats

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:
*Students will be required to supplement in class demonstrations with
addition research on a project based format. These supplemental materials
will include hand outs, software soft copy manuals and suggested Web site
for tutorials materials. Students must also have a means of transporting
and backing up files from their Hard drive, the use of Zip disks for
transporting and recordable CD's is required.*

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V.   EVALUATION PROCESS/GRADING SYSTEM:

There will be four major assignments that will constitute 100% of each students grade. The following semester grades will be assigned to students in postsecondary courses:

Grade	Definition	Grade Point Equivalent
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 placement or non-graded subject areas.	
U	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 *Policies & Procedures Manual – Deferred Grades and Make-up*).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.	

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/program, as may be decided by the professor/dean. 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.

Course outline amendments:
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.

Substitute course information is available in the Registrar's office.

VII.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

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.

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DEDUCTIONS - LATES & INCOMPLETES:

Lates:
- An assignment is considered late if it is not submitted at the time and on the date specified by the instructor.
- A Late assignment will be penalized by a 5 % deduction for each week it is late. The total penalty will be deducted from the final grade eg 3 weeks late = 15 % deduction from the 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 outlined 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 re-submitted 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.

Homework:
Because this course is 6 credits delivered in a 3 hour supervised studio format, the equivalent of 6 hour per week minimum of homework will be expected outside the scheduled studio class

Preliminary Studies:
- All assignments require preliminary or intermediate steps such as thumbnails, roughs, and preliminary comprehensive layouts.
- These intermediate steps are evaluated according to criteria established by the instructor and submitted according to established timelines. The final grade for each assignment will be an average of the grade achieved for all stages of the assignment. This reinforces the importance of the preliminary stages of each project.
- Preliminary studies which are late or incomplete will be subject to the same penalty deductions as final presentations. Maximum grade for late or incomplete preliminary studies is "C".

ATTENDANCE:
- 80% attendance is mandatory. A **maximum** of **3 classes absent** (total 6 hours) will be tolerated.
- There will be a **10 % penalty** deduction from the final grade for each class missed after the maximum allowed of 3; a **5 % penalty** deduction will be assessed for half classes missed (before or after the break).
- A student who arrives any time after the class has begun will be assessed a **late** penalty of a half class missed - **5 %** deduction from final grade.

MIDTERM ("S" or "U"):
Midterm grades are "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.