COURSE OUTLINE: GRD104 - DIGITAL PRODUCTION 1
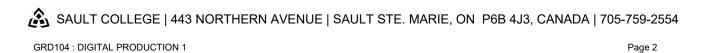
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Approved: Martha Irwin, Dean, Business and Information Technology

Course Code: Title	GRD104: DIGITAL PRODUCTION 1
Program Number: Name	1094: DIGITAL MEDIA
Department:	GRAPHIC DESIGN
Academic Year:	2024-2025
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 Illustrator and InDesign, while incorporating various formats for proper print output, formatting, and type manipulation. Students will also be developing and/or exporting files in PDF format with attention being placed on technical accuracy
Total Credits:	3
Hours/Week:	3
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Substitutes:	ADV142
This course is a pre-requisite for:	GRD204
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**1094 - DIGITAL MEDIA** VLO 3 Plan, create and use photography, illustration and typography in design layouts to meet the requirements of the creative brief. VLO 4 Design, develop and create a variety of media products using relevant, current and/or emerging technologies. VLO 8 Complete all work in a professional and ethical manner and in accordance with all applicable legislation and regulations. VLO 9 Keep current with visual media design trends, technologies and industry practices using strategies that enhance work performance and guide professional development. VLO 10 Assess, select and use a variety of digital media technologies when developing design solutions.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.

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	EES 4 Apply a systematic approach to solve problems.
	EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
	EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
	EES 10 Manage the use of time and other resources to complete projects.
	EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Other Course Evaluation & Assessment Requirements:	Assignments = 100% of final grade A missing assignment is equivalent to course objectives not achieved which results in an F(fail) grade for the 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 of a 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 a C (65%) Extensions Policy: Will only be granted based on the following terms: Extension request is at least 24 before the posted deadline for a specific assignment. No extension will be granted after the 24 hours has lapsed. The student must be in attendance for all classes. The student must take part in class discussion and critiques (showing progress in each critique class). Being late and/or leaving early from class may warrant a refusal of extension by the faculty. If failed assignments are not submitted by the negotiated deadline the late penalty policy will apply. From time to time the results of student projects assigned during the duration of this course may be used for college promotional purposes. Where possible credit for the work will be provided (student name) in conjunction with the display of the work. Original sources and copyright owners of all imagery used in projects by students for educational purposes must be documented and submitted as part of a bibliography for each

assignment. In the event that borrowed imagery (stock photos and illustrations) are not to be used for promotional purposes the college reserves the right edit the work to replace those images with those that are within the terms of copyright agreements suitable for college promotion.
Other than a name credit no additional compensation will be provided to the student for the use of their work on college promotional materials.

Opting out
It is assumed that all student completed as part of a Sault College course work will be eligible for consideration however, if a student wishes to not allow the college to use their work the student is required to write a letter to the coordinator indicating their intention to opt out of this initiative. There will be no penalty applied to the student for opting out of this plan.

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Properly use and understand the Mac Operating System.	1.1 Recognize and effectively utilize the Mac OS operating system and the standard software within the operating system. 1.2 Refinement of file storage methods for proper access to files and archiving methods, and proper file storage within the College Student Network. 1.3 Develop an efficient understanding of networking within a studio setting. 1.4 Develop an understanding of the disk utility software.

Course Outcome 2	Learning Objectives for Course Outcome 2
2. Properly use keyboard and keyboard commands for standard operating systems and specific software applications.	2.1 Learn proper keyboard shortcuts to increase production speed. 2.2 Strengthen keyboard and mouse skills for proper production of files.

Course Outcome 3	Learning Objectives for Course Outcome 3
3. Efficiently use Adobe InDesign for design related applications.	3.0 Properly apply the tools available in Adobe InDesign. 3.1 Develop proper document formats for varied Design problems. 3.2 Recognize and develop appropriate file formats for integration into InDesign. 3.3 Develop and edit typographic style sheets for paragraph and character formatting. 3.4 Identify proper output formats for specific applications and recognize various technical problems that can affect output. 3.5 Apply spell check and Find/Replace to properly edit and correct documents.

Course Outcome 4	Learning Objectives for Course Outcome 4
4. Originate visual graphic designs through the proper use of the tools available in Adobe Illustrator.	4.1 Properly apply and use the tools in the tool bar. 4.2 Use the pen tool to create, edit, and manipulate points in a path. 4.3 Distinguish between open and closed paths. 4.4 Effectively use the pathfinder tool. 4.5 Practice and refine the use transparencies, compound path, and clipping mask

		4.6 Effectively edit and manipulate type, and use create outlines to use type as a path.
	Course Outcome 5	**Learning Objectives for Course Outcome 5**
	5. Properly export files for Acrobat Format.	5.1 Develop ability to properly export files from InDesign to Acrobat format. 5.2 Develop basic skills for the use of Acrobat.
	Course Outcome 6	**Learning Objectives for Course Outcome 6**
	6. Apply appropriate, effective, and professional practices in the classroom studio setting.	6.1 Demonstrate organizational skills such as scheduling, prioritizing, planning, and time management. 6.2 Demonstrate the ability to work within project restrictions and time limitations. 6.3 Make effective design presentations, as per instructor specifications, regarding directions and quality.

Evaluation Process and Grading System:	Evaluation Type	Evaluation Weight
	Projects	100%

Date:	June 9, 2024
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.