



## I. **COURSE DESCRIPTION:**

This course is a hands-on class that will introduce students to the operating systems for Apple/Mac computers, 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. Students will also develop research methods using various search engines. Following the introduction to operating systems students will develop projects using InDesign CS3. Particular emphasis will be placed on the develop of Typographic design solutions, while incorporating various Graphic formats for proper print output or formatting or the web or intranet distribution. 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 as Adobe Acrobat 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. **The ability to properly access and store files on the Macintosh platform**

#### Potential Elements of the Performance:

- Recognize and effectively utilize the Mac OS10 operating system and the standard software within the operating system
- Refinement of file storage methods for proper access to files and archiving methods
- Develop an efficient understanding of networking within a studio setting
- Develop understanding of disk burning software, both with OS10 and with Toast

### 2. **The ability to properly obtain thorough research materials – from primary and secondary sources for development of applied design projects, market analysis and academic projects**

#### Potential Elements of the Performance:

- Develop a strong understanding of the internet with the ability to access secondary research materials
- Refine of research methodology for primary and secondary research for design related projects
- Demonstrate the ability to recognize and evaluate the credibility of research materials
- Develop a good working relationship with the college library as a research source

### 3. **The ability to properly use keyboard and keyboard commands for standard operating systems and specific software applications**

#### Potential Elements of the Performance:

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

4. **The ability to efficiently use Adobe Indesign**

Potential Elements of the Performance:

- Learn all tools for Indesign
- Develop proper document formats for varied Graphic Design Problems
- Recognize and develop appropriate file formats for integration into InDesign
- Develop typographic style sheets for paragraph and character formatting
- Develop the ability to collect files for proper output and recognize various technical problems that can affect output.
- Develop the ability to consistently check documents for proper spelling and basic grammar

5. **The ability to 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

6. **The ability to efficiently access and archive files with an introduction to Adobe Bridge**

Potential Elements of the Performance:

- Develop ability to develop proper filing systems
- Develop ability to quickly access files on a per project basis

**III. TOPICS:**

1. The Macintosh computer and basics of operating system
2. Macintosh OS 10 and the software included with the operating systems
3. File formats for Graphic Design
4. Proper research methods and copyright obligations with the use of MLA format
5. Adobe InDesign, the tools and methods for proper development of Graphic Design
6. File formats for placement or exporting into Acrobat
7. Diagnostics for Macintosh computer and networking troubleshooting, with particular emphasis on printing

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

*No textbooks required*

*Recommended Reading –*

Adobe InDesign CS3, Classroom in a Book, 2007, ISBN: 13:978-0-321-49201-2

Adobe Photoshop CS3, Classroom in a Book, 2007, ISBN: 13:978-0-321-49202-9

Adobe Illustrator CS3, Classroom in a Book, 2007, ISBN: 13:978-0-321-49200-5

*A Designers Research Manual – Succeed in Design by Knowing Your Client and What They Really Need, Jenn and Ken Visocky O’Grady,*

*Rockport 2006, ISBN 1-59253-257-8*

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

*Students will complete five major assignments that will each be evaluated as 50% of the final grade and five in-class assignments that will be evaluated as 50% of final grade*

### **DEDUCTIONS – LATES AND FAILS**

#### **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 it's 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 D (satisfactory) level will be assigned a fail grade with additional penalties outlines 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.

A failed assignment must be entirely re-done or corrected according to the instructor's specific instructions and resubmitted within one week.

A failed assignment will be penalized by a 5% deduction from the final grade.

Maximum grade for a failed assignment is "C"

Failed 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 form final grade

5 classes missed = 20% deduction from final grade

**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.

**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.

It is the students, responsibility to reclaim assignments after they have been assessed. Marked assignments will be returned by faculty during classroom sessions and a notice will be posted at the front of the classroom noting that the assignment has been returned. If a student is absent on the day that work is returned the work will be held by faculty for a minimum of three weeks from the return date after which, due to a shortage of storage space, the work may be discarded

The following semester grades will be assigned to students:

<b>Grade</b>	<b><u>Definition</u></b>	<b><i>Grade Point Equivalent</i></b>
A+	90 – 100%	4.00
A	80 – 89%	
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.

## 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 professor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 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.

### Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

### Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. 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.

### Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not

been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *November* will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

#### **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. ADVANCE CREDIT TRANSFER:**

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.