**MGD101-Intro to Computer Graphics**

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*This abbreviated syllabus must be read together with the material within the Institutional Policies Module of the class D2L shell. Combined, these documents constitute the entire syllabus required for this course.*

# Course Information

Course Title: MGD 101 Intro to Computer Graphics

Course Prefix, Number & Section: 32808 - MGD 101 - 840

Credits: 3

Course Description (from CCNS): Introduces the student to the computer system and software used to develop graphics. The student will learn the hardware and software components for publication and multimedia production through execution in various vector, raster, page layout and multimedia programs. Students will be introduced to career opportunities within graphics fields.

Prerequisite(s)/Co-requisites: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better; or equivalent ACT/SAT scores.

Semester and Year: Fall 2016 and Spring 2017

Meeting Location, Times and Days: KCAA – rm 26, Tuesday, Thursday, every other Friday

Start Date: Tuesday, August 23, 2016

End Date: Friday, June 2, 2017

Last date to drop with a refund: February 3, 2017

Last date to withdraw: May 4, 2017

**Instructor Information**

Name: Jesse Preston

Voicemail: 303-424-0201

Fax: 720-424-0145

E-mail: jesse\_preston@dpsk12.org

Center Name, Location & Phone: Center for Arts & Humanities, CHR 307, 303-556-2473

Office Location: KCAA Room 26

Office Hours: M-F 12:00-1:00

# Required Course Materials

* 4 GB or larger thumb drive
* 9” x 12” or 8.5“ x 11” unlined paper pad
* #11 X-acto knife blade holder
* #11 X-acto blades
* 15” x 20”, 3/16” thick black or white foam board (as needed)
* Bestine Rubber cement
* Bestine Rubber cement thinner & solvent
* Rubber cement pick-up eraser
* C-Thru 18" Grid Ruler B-2M with stainless steel cutting edge18” x 24” cutting board
* Sketching implements of your choice (pencils and/or marker pens)

# Institutional Outcomes

Graduates of the Community College of Denver are prepared to be successful on a personal, professional and global level. They are personally responsible, globally aware, complex thinkers who are skilled communicators, numerical thinkers, and effective and ethical users of technology. For a fuller description of these institutional outcomes, please see Institutional Policies module on this courses D2L shell.

In this class, the outcomes we will focus on are. . .

COMPLEX THINKER: Independent research to synthesize technical and unique   
creative solutions

EFFECTIVE AND ETHICAL USER OF TECHNOLOGY: Proficient knowledge and use of   
Adobe Creative Suite. Understand copyright laws for intellectual and creative properties.

EFFECTIVE COMMUNICATOR: Organize outlines for effective writing and oral presentations

GLOBALLY AWARE: Respect peers. Work well in class teams to develop creative solutions.

PERSONALLY RESPONSIBLE: Full accountability for time management, deadlines and ongoing research for projects and technical aspects of Creative Suite to solve problems outside the classroom.

NUMERIC THINKER: Ability to understand file and art size specifications. Ability to compute percentage ratios. Understand typography specification nomenclature. Understand DPI ratios for reproduction.

# Standard Competencies

1. Develop a basic proficiency with a computer operating system and its role in graphic production. (I) (II)
2. Determine software components and state their purpose and relationships. (VIII) (IX)
3. Demonstrate a basic knowledge of vocabulary, skills and the technology required to construct beginning graphic productions. (I) (II) (III) (VII) (IV) (VIII)
4. Demonstrate the basic skills of computer literacy. (I) (II) (III)
5. Demonstrate critical-thinking and creative problem-solving in the graphic production process.
6. Analyze and critique existing work.
7. Research career opportunities.

# Topical Outline

1. Explore the graphics system
2. Show and identify parts of system, data & file size
3. Basic desktop operation
   1. Navigation
   2. Menu
   3. Finder
   4. System folder
   5. Control panel
   6. Window
4. System management
   1. Data management
   2. File management
   3. Font management
   4. Server
   5. Archiving
5. Applications
   1. Launching
   2. Archiving
   3. Identifying
   4. Basic commands
6. Processing and output
   1. Word processing
   2. Printing
7. Internet operation, navigation, and communication
   1. Downloading
   2. Data rate
   3. Bandwidth
   4. Browsers
   5. Search engines
   6. E-mail
8. Multimedia orientation
   1. Hardware components
   2. Ergonomics
9. Graphics and Print production
   1. Raster applications demo
   2. Vector application demo
   3. Page Layout application demo
10. Multimedia Demos
    1. Video application demo
    2. Sound application demo
    3. Motion graphics application demo
    4. Animation application demo
    5. Model building application demo
    6. Rendering application demo
    7. Web design application demo
11. Importing and exporting
    1. Integration of software applications
12. Optimizing your system

# Class Specific Rules

ATTENDANCE:

Attendance is taken daily. To view your attendance register, visit CCD D2L. Students who need assistance using the D2L tools may make an appointment for one-on-one help. They should email the Teaching/Learning Center at tlc@ccd.edu. In the email, they need to provide their name and contact information.

Consistent and prompt attendance develops responsible professional behavior and insures students have access to the full range of experiences and information necessary to complete assignments and acquire skills and knowledge emphasized in a college education.

Consistent with college practice, students are expected to attend all sessions of courses for which they are registered. Only three (3) unexcused absences are allowed. The fourth unexcused absence will lower your final semester grade by one letter grade. The fifth unexcused absence will lower your grade by two letter grades and so on. If before November 16 and you have 5 or more absences its strongly suggested, you contact your program advisor to review options.

ATTENDANCE EXPLANATION:

* Your 1st-3rd absences will NOT affect your final grade.
* On your 4th absence, your final grade is DROPPED ONE FULL LETTER GRADE.
* On your 5th absence, your final grade is DROPPED ANOTHER (2) FULL LETTER GRADE.
* On your 6th absence, your final grade is DROPPED ANOTHER (3) FULL LETTER GRADE.
* It is IMPOSSIBLE to pass this class with 7 absences.

Tardiness is defined as being fifteen (15) minutes late for class or departing before class had been formally dismissed by the professor. Three (3) tardies will be counted as one absence.

Tardiness that exceeds a half-hour will be counted as an absence. If you are late it is your responsibility after that class period to make sure the professor has you added to the roll.

TARDINESS EXPLANATION:

* 3 instances of tardiness will equal 1 absence

Students should be informed that the allotted absences are to accommodate routine illness, weddings, car troubles, etc. Doctor appointments, advisor conferences, trips to supply stores, employment, and child care issues should not be scheduled to conflict with class. Faculty cannot be placed in the position of determining which absences are excusable and which are not. All students are expected to attend class on a regular basis. Prolonged illness should be verified by a physician and may require the student withdraw from class if (s)he cannot complete work in a timely manner.

GRADING SCALE:

A 90-100% Superior mastery or achievement.

B 80-89% Better than average mastery or achievement.

C 70-79% Acceptable mastery or achievement.

D 60-69% Less than acceptable mastery or achievement.

F Below 60% Fails to demonstrate achievement of course objectives.

In this course “C” work or average work is considered that which just satisfies the terms of the course. “A” work on the other hand, clearly takes the assignment to another level, pushing the boundaries of the project and that of your own personal limits. What this translates is a willingness to take risks and experiment. Please use this classroom opportunity to try out new ideas, processes, etc. This type of seriousness of investigation and pushing of one’s ideas will not only reap the benefit of a higher grade but will benefit most your growth as an artist/designer.

CHEATING/PLAGIARISM:

Plagiarism is grounds for failing an assignment or course and/or disciplinary action from CCD. DO NOT PLAGIARIZE. Plagiarism means copying passages directly from the text of study guide or any other source, without quotation marks and citations. Summarize or paraphrase the information. If you paraphrase by rearranging the order of a sentence or words, then give credit for the source. No credit will be given for plagiarized papers

ASSIGNMENT WEIGHT:

Six (6) Projects: 100pts each 600pts

Three (3) Quizzes: 10pts each 30pts

Ten (10) Engagement Exercises 10pts each 100pts

LATE OR MISSED EXAM POLICY:

There are no written exams. Circumstances of allowing exam/project make-ups will be reviewed by the Instructor and the Department Chair to determine if an exam/project makeup is warranted. You must agree with your professor on a new due date for the assignment.

INSTRUCTOR’S EXPECTATIONS:

Success in class, as well as the very competitive professional world of the graphic arts, correlates directly to the amount of time and effort you are willing to invest in your projects and education.

Your grade for this class is based on attendance, preparation, deadlines, critique participation, meeting project parameters, technical capability within the program, and the ability to speak and write clearly about ideas/concepts presented in class.

It is your responsibility to maximize your project time outside the class room. Practice will help you sharpen and master your skills to work efficiently with the Adobe Creative Suite. There are computer labs available on campus, please take advantage of them.

It is your responsibility to independently research and apply additional Adobe Creative Suite techniques that will help you solve problems outside the classroom. Also there are many advanced techniques that are not covered in the basic introductory classroom

Students who miss lectures, project explanations, class exercises and discussions, may be able to complete projects within deadlines but rarely demonstrate the understanding or level accomplishment of students who attend regularly.

Since faculty organize courses of study so the projects build upon one another, students who miss information or fail to understand early projects are at a disadvantage throughout the semester. Determining factors for grades will be derived from 6 factors:

1. PROCESS/EXPLORATION

This is where you begin the creative process. Utilization of thumbnails and sketches, concepts and research, observation and intent will all play a significant role in your design. Depth or level at which you explore multiple solutions to any given problem or project. All of this will be reflected not only in your class involvement, but how well you have utilized the lessons learned during class discussions and lectures.

1. OVERALL AESTHETIC/DESIGN RELATED CONCEPTS

Visual aesthetic of poster/project, layout, the ability to demonstrate the creative process visually through attempts to execute the ideas from the Process/Exploration stages into an affective visual solution that conveys the intended meaning or information.

1. PROGRAM/COMPUTER FUNCTIONS/TOOLS

Based on your ability to successfully demonstrate the program functions/tools learned in class lectures.

1. PRESENTATION/CRAFTSMANSHIP

This is based on how well you present your work visually and verbally, demonstrating an understanding of basic design principles and program functions/tools. During participation in critiques you will be expected to account for issues such as intended style, layout decisions and intended communication. The quality of print outs and neatly mounting your projects will also be considered when assessing your submittal.

1. VERBAL CRITIQUES AND GROUP DYNAMICS

The learning and creative process is based on an exchange of ideas and critique. Verbal critique is very beneficial and customary in a classroom as well as a professional setting. You must be prepared to participate in an active dialogue about not only your assignments but also those of your peers.

Critiques are meant to be constructive and honest. They will help develop your verbal communication skills and learn to work in a group dynamic, as well as improve your work by sharing ideas and insights.

1. READING/RESEARCH

There is no required text book for this course. However, readings from handouts and independent research is essential throughout the semester. It is your responsibility to cover all assigned materials and online research. The subject matter will help clarify understanding of topics that relate to both technical and visual communication principals.

# Calendar /Assignments

**Date/Week: Topics/Assignments:**

|  |  |  |
| --- | --- | --- |
| Fall Semester  Week 1 | Syllabus/Class IntroMac/Computer BasicsIllustrator Intro/Basics |  |
| Week 2  Week 3 | Pen Tool/Bezier CurvesVector Object Creation/EditingColor |  |
| Week 4  Week 5 | Pen Tool/Bezier CurvesVector Object Creation/EditingColor/Swatches/Gradients | AI Project 01 Due |
| Week 6  Week 7 | Align/PathfinderScanning/Project DemoLive Trace | AI Quiz |
| Week 8  Week 9 | Advanced Vector Creation/EditingAll things TypeMasking | AI Project 02 Due |
| Week 10  Week 11 | Photoshop Intro/BasicsCropping/Resizing/ResolutionGrayscale Conversion |  |
| Week 12  Week 13  Thanksgiving Break | Image Adjustment (B/W)Levels/Curves/Dodging/BurningHealing Tools |  |
| Week 14  Week 15  Christmas Break | Pen Tool/Paths Crop ToolReplace ColorProject Demo | PS1 Project 01 Due |
| Spring Semester  Week 1 | Selection Tools/MaskingImage Adjustment (color)Hue/Saturation/Color Balance | PS Quiz |
| Week 2  Week 3 | Adjustment Layers/Color CastsQuick Mask ModeMisc. Ps Functions/Tools | PS Project 02 Due |
| Week 4  Week 5 | InDesign Intro/BasicsWorkspace/Color/Swatches |  |
| Week 6  NO SCHOOL 3/28  Week 7 (CMAS)  Week 8 (CMAS) | Spreads/Pages/LayoutMaster Pages |  |
| Week 9 | Graphic FramesPlacing Graphics/LinksType/Text Frames | ID Project 01 Due |
| Week 10 | Page Numbering/Threading TextCharacter/Paragraph/Object Styles | ID Quiz |
| Week 11 | Printing/ExportingPreflighting/Packaging | ID Project 02 Due |