

## **OFFICE HOURS**

By appointment, before scheduled class time, and via Skype, username: garymeacher

## **COURSE OVERVIEW**

This class will focus on the development of computer skills based in the Macintosh platform. Students will learn basic operating system procedures and then will progress to thorough introductions of design industry standard programs: Adobe Bridge, Adobe InDesign, Adobe Illustrator, and Adobe Photoshop. Emphasis will be placed on applied knowledge as the class progresses from program to program. Interaction between all three programs will occur by the end of the semester. This class is a preparatory course for all other computer graphics and design courses. Becoming comfortable with the technology of the field and empowering independent usage is our ultimate goal.

In this class, the standard of grading will be based on a variety of criteria including: attendance, class participation, effort, completion of assignments/projects, visual and technical exploration, exercises, quizzes, sectional exams, and a cumulative final exam.

## **MATERIALS**

### **Textbook**

No required text, recommended reference books for Adobe CS from PeachPit Press.

### **Additional Reference (optional)**

Lynda.com Membership, online supplemental tutorials for continued learning.

### **Data Storage**

USB Thumbdrive & Dropbox.com account. **All files should be backed up early and often.**

## **ATTENDANCE**

All students are required to attend class regularly and on time. Attendance will be taken at the beginning of every class meeting. Lectures, demos, etc. are given promptly at the beginning of class and will not be repeated.

If you have more than three (3) **unexcused absences** your final grade will be lowered one letter grade, for every subsequent absence your grade will continue to drop (for example, four unexcused absences will drop an A to an A-, on the fifth unexcused absence that A- will drop to a B+, etc).

If you have a combination of three (3) **late arrivals** or early departures they will be counted as one absence. Because the subject matter is often technical it is critical for you to attend class regularly and on time.

Professionalism will be stressed. Treat this class as you would a job. Late arrival to a meeting or missed deadlines could cost you and your company a client. Therefore, all quizzes and exams will begin promptly at the start of class. Exams will be timed, one class period is allotted for each, no extra time will be given.

**Please Note:** *If you have missed a class due to an unexcused absence it is your responsibility to obtain the information necessary to be up-to-date for the next class. Exchange contact information with a classmate just incase...*

## **GRADE BREAKDOWN**

15%	Quizzes and in-class Exercises
15%	<b>Exam:</b> Mac OS & Adobe Bridge
15%	<b>Exam:</b> Adobe Illustrator
15%	<b>Exam:</b> Adobe Photoshop
15%	<b>Exam:</b> Adobe InDesign
25%	<b>Exam:</b> Cumulative Final

## **SCALE**

<i>A</i>	<i>94 - 100%</i>
<i>A-</i>	<i>90 - 93%</i>
<i>B+</i>	<i>87 - 89%</i>
<i>B</i>	<i>84 - 86%</i>
<i>B-</i>	<i>80 - 83%</i>
<i>C+</i>	<i>77 - 79%</i>
<i>C</i>	<i>74 - 76%</i>
<i>C-</i>	<i>70 - 73%</i>
<i>D+</i>	<i>67 - 69%</i>
<i>D</i>	<i>64 - 66%</i>
<i>D-</i>	<i>60 - 63%</i>
<i>F</i>	<i>0 - 59%</i>

## **STUDENTS WITH DISABILITIES**

Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services at (216)687-2015. The Office is located in MC 147. Accommodations need to be requested in advance and will not be granted retroactively.

## COURSE SCHEDULE

*TENTATIVE SCHEDULE; MAY BE MODIFIED AT ANY TIME TO MEET THE EDUCATIONAL NEEDS AND PRIORITIES OF THE CLASS.*

<b>Week 1</b>	1/17 1/19	Introduction/Basic OS Basic OS
<b>Week 2</b>	1/24 1/26 1/27	Basic OS/Adobe Bridge InDesign: Page Layout Intro LAST DAY TO DROP
<b>Week 3</b>	1/31 2/2	InDesign: Page Layout <b>Exam 1: Basic OS/Adobe Bridge</b>
<b>Week 4</b>	2/7 2/9	Photoshop: Raster Image Development Intro Photoshop: Raster Image Development
<b>Week 5</b>	2/14 2/16	Photoshop: Raster Image Development Photoshop: Raster Image Development
<b>Week 6</b>	2/21 2/23	Photoshop: Raster Image Development Photoshop: Raster Image Development
<b>Week 7</b>	2/28 3/1	Photoshop: Raster Image Development <b>Exam 2: Photoshop</b>
<b>Week 8</b>	3/6 3/8	Illustrator: Vector Image Development Intro Illustrator: Vector Image Development

### SPRING BREAK 3/11 – 3/18

<b>Week 9</b>	3/20 3/22	Illustrator: Vector Image Development Illustrator: Vector Image Development
<b>Week 10</b>	3/27 3/29 3/30	Illustrator: Vector Image Development Illustrator: Vector Image Development LAST DAY TO WITHDRAW
<b>Week 11</b>	4/3 4/5	Illustrator: Vector Image Development <b>Exam 3: Illustrator</b>
<b>Week 12</b>	4/10 4/12	InDesign: Page Layout Re-Intro InDesign: Page Layout
<b>Week 13</b>	4/17 4/19	InDesign: Page Layout InDesign: Page Layout
<b>Week 14</b>	4/24 4/27	Comprehensive Production Comprehensive Production
<b>Week 15</b>	5/1 5/3	<b>Exam 4: InDesign</b> Review
<b>FINAL</b>	<b>5/10</b>	<b>Final Exam (cumulative) 6:00p – 8:00pm</b>