



INTRO TO COMPUTER GRAPHICS



Department of Digital Communication - Houston Community College Course Syllabus Fall Semester, 2009 – ARTC 1325/CRN 17321

INTERNET BASED CLASS: Start Date: 08/22/2009 • End Date: 12/12/2009.

Instructor: Lloyd Schuh • Telephone: 713.718.7864.

Email: lloyd.schuh@hccs.edu

Office Hours: for appointment: please email me.

West Loop Room 139A

Digital Communication Department web site: <http://swc2.hccs.edu/digicom>

Lloyd Schuh's Web Portal: <http://www.classes-on-line.net>

Before you can begin this class you must complete the ARTC 1325 On-line Orientation and the DE Data Form which are found in the Distance Education Web site under On-line Orientation. In order to begin this class you must log into the HCC Blackboard site at distance education, it will not be available until August 22 and 24 hours after your orientation form has been received by the instructor.

Your Blackboard login user ID will be your HCC User ID (sometimes referred to as the "W" number). All HCC students have a unique User ID. If you do not know your User ID you can look it up by visiting the HCC home page:

- From www.hccs.edu, under the column "CONNECT", click on the "Student System Sign In" link
- Then click on "Retrieve User ID" and follow the instructions.

Or use the direct link to access the Student Sign In page:

<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

The default student password is "distance." Students will then be prompted to change their password after their first login. Please visit the DE Technical Support website if you need additional assistance with your login.

If you do not give me an alternate address when you submit your DE Orientation Data Form, I will use your HCC email address to contact you so it is important that you set up your HCC email address. See <http://www.hccs.edu> Main Page under "Students" for more details.

You also have a protected grade sheet that reflects your current grade and the assignments that you have submitted. You will find this grade sheet at: <http://www.mygradebook.com>.

Grade Sheet ClassWord: **ARTC1325Fall09** (Please note that this classword is case sensitive)

Grade Sheet Password: **Last four digits of your Peoplesoft ID number. PLEASE NOTE: We will not be using the grade book that is built into the Blackboard program.**

Course Description

This course is an introduction to computer layout and design using major components of electronic publishing including text, text formatting, and bit-mapped and object-oriented graphics, on both Windows and Macintosh platforms. Basic concepts and terminology for electronic publishing and page layout are explored. Proper methods for scanning and printing are included. Creating PDF files, defining and using various graphics file formats and methods for handling cross platform problems are also discussed. Equipment configurations, desktop publishing applications and electronic publishing careers are covered. The student is also introduced to industry standard graphic design programs and given training and hands-on experience in the Adobe Creative Suite package of Photoshop, Illustrator, InDesign and Acrobat. This is not a beginning class in the use of a computer. Students are expected to know how to use a computer, save files, use the Internet, send emails and create simple word processing documents prior to taking this class. For a list of the basic computer skills needed for this course, go to http://distance.hccs.edu/basic_student_skills.pdf

If you have never taken a class using Blackboard Vista, you also should complete the Browser Tune-up and the tutorial to be found in the Blackboard Vista Student Resources.

Textbooks and software

There will be a number of software programs surveyed during the class. We will be using Adobe Creative Suite 4, which includes Photoshop, Illustrator, InDesign and Acrobat. You can obtain these individual programs for 30-day trial download or order the trial CD of all of them for \$9.95 at the Adobe Web site: <http://www.Adobe.com> and select products. If you use the trial versions, download each application separately and install them as needed during the semester, as they are only good for a thirty-day period. All of these programs are also available in the HCC Digital Communication Labs at West Loop, Alief and Missouri City Campuses.

These applications are the industry standards for Graphic Design and you will be using them throughout your graphic design career and in most of your Digital Communication classes. We have arrangements with Adobe for students in our program to receive a very special price for this package. For information on purchasing the CS4 package at the special HCC student price go to:

<http://www.academicsuperstore.com/institution/select/>

Then from the drop-down menu select College/University/Community College; from the second drop-down menu select Texas and type Houston; you will then see a list of Colleges and Universities. From that list choose: Houston Community Clg System, and you will be taken to a special page with Adobe products listed at special prices for HCC students that are below the standard educational prices. The package you need is the Adobe CS4 Design Premium. This package includes:

- **Adobe InDesign CS4**
- **Adobe Illustrator CS4**
- **Adobe Photoshop CS4 Extended**
- **Adobe Acrobat 9 Pro**
- **Adobe Flash CS4**
- **Adobe Dreamweaver CS4**
- **Adobe Fireworks CS4**



The HCC student special price for this package is \$309.98. I would strongly encourage you to purchase this package and install it on your home computer. You will be using this software throughout your college career and this is the lowest price you will find.

Video Tutorials: This class requires that you subscribe to a set of five streaming video tutorials from Lynda.com that are available at a very reasonable cost. These are a great resource and I encourage you to



sign up for them immediately. These lessons are a part of the enhanced portion of your class and will be a part of your grade. **In order to subscribe you MUST have completed the Distance Ed Orientation and submitted the form included in the orientation. It takes about 24 hours for your information to be posted on the Lynda.com site so that you can subscribe.** If you have not subscribed by the third week of class, you will not be able to access any further lessons. Remember, this subscription is a part of the class assignments. Part of your grade will depend on the completion of these tutorials. Details on registering will be found in the first

lesson of the semester. Please register immediately so that you can use these tutorials in the first lesson.

Required Text Book: There is also a textbook required for this class that will provide you with information on the class projects. It is a brand new textbook that should be available in the bookstore. It is: ***"InDesign, Illustrator and Photoshop Graphic Design Portfolio"*** By Against the Clock, ISBN: 978-0-9764324-3-2. You may also order it from the publisher by calling their toll free number at 1-800-256-4282 to place your order. The book lists for \$59.99 but if you use discount code STAL08 you will get a discount. **You cannot complete this course without the tutorials and book.**

Content Goals and Performance Objectives

On satisfactory completion of this class, the student should have an understanding of:

- Navigation of the desktop screens and menus in computer operating systems.
- Microsoft Windows XP operating system software and the Macintosh OSX operating system software and the structure of both environments.
- File management features, the basic commands and multitasking features for saving and transferring files onto different storage media within stand-alone computers and across the network from Windows and Macintosh platforms.
- Creating folders and organizing your files.
- Techniques for producing simple publications using text and graphics.
- Creating, properly formatting, saving, and retrieving text files using Microsoft Word. Edit text utilizing the Cut, Copy and Paste commands.
- The differences between the two basic types of graphic files: bit-mapped (raster or paint) and object-oriented (vector or draw).
- Creating, saving, and retrieving bit-mapped and object-oriented graphic files.
- The basic tools and techniques to produce simple publications by combining graphics and text on both Windows and Macintosh platforms.
- Proper techniques for scanning and saving photographs and artwork.
- Creating PDF files using Adobe Acrobat software.
- Understanding the printing process and the use of service bureaus.
- Knowledge of the various types of careers available in the Graphics Industry.

Houston Community College wants to prepare you with the knowledge and skill you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for this course.

Common Workplace Competencies:

- **Managing Resources:** Manage Time.
- **Working with information:** Acquire/evaluate data, Organize/maintain information, Interpret/communicate data, Process information with computers.
- **Applying System Knowledge:** Understands Systems.
- **Using Technology:** Select equipment and tools, Apply technology to specific tasks.

Foundation Skills:

- **Demonstrate Basic Skills:** Reading, Listening, and following directions.
- **Demonstrate Thinking Skills:** Creative thinking, Decision making, Thinking logically.

Course Policies

One of the important goals of this class is that you learn to follow directions carefully and submit assignments when they are due. For this reason, assignments will not count if they are submitted incorrectly or after the final due dates. **You can resubmit assignments as many times as necessary, as long as the assignment is first turned in by the deadline for that assignment, and that it is resubmitted within two weeks after the instructor notifies you of the deficiencies in the assignment.**

CLASS WITHDRAWAL: The State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). HCC has instituted an Early Alert process by which your professor will "alert" you and Distance Education (DE) counselors that you might fail a class because of excessive absences and/or poor academic performance.

In order to withdraw from your DE class, you MUST first contact your DE professor, PRIOR to the withdrawal deadline to receive a “W” on your transcript. After the withdrawal deadline has passed, you will receive the grade that you would have earned. Zeros averaged in for required coursework not submitted will lower your semester average significantly, most likely resulting in a failing grade of an “F”. It is the responsibility of the student to withdraw from the class; however, your professor reserves the right to withdraw you without your request due to excessive absences. If you do not feel comfortable contacting your professor to withdraw, you may contact a DE counselor. However, please **do not** contact both a DE counselor and your DE professor to request a withdrawal; either one is sufficient.

FALL Final Withdrawal Deadline for this class is: THURSDAY, NOVEMBER 12, 2009, 4:30pm.

Plagiarism and Scholastic Dishonesty: A. definition of plagiarism as it relates to digital imaging: to pass off (the ideas of another) as ones own: use without crediting the source: present as new and original an idea derived from an existing source. This course adheres to HCC’s policy on “Plagiarism and Scholastic Dishonesty” and will pursue and enforce disciplinary action regarding acts of plagiarism.

Problems: If you have problems with your class work or computer problems, you are welcome to use the Digital Communication Department Labs located at the West Loop Campus. The lab assistants in charge of these labs have experience in the assignments for this class and will be happy to assist you. As soon as the Open Lab hours are set for this semester, I will post them on the class Web site.

DISTANCE EDUCATION ADVISING AND COUNSELING SERVICES: Much DE student information can be found on the DE Student Services website: de.hccs.edu. Advising or counseling can be accomplished through our online request form [AskDECounseling](#). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

INTERNATIONAL STUDENTS: International Students are restricted to ONLY ONE online/distance education class per semester. Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status. Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration.

STUDENTS WITH DISABILITIES: Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

Disability Support Services Offices:

System: 713.718.5165

Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist assigned to their professor.

NOTICE FOR STUDENTS OUTSIDE OF HCC SERVICE AREA: Students who live or work outside the HCC service area and cannot take paper exams at one of our HCC testing locations **MUST** make arrangements for a proctor. Please see the DE Student Services Additional Resources webpage for more information.

VIRTUAL CLASSROOM CONDUCT: As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

ADDITIONAL INFORMATION: Students may find additional information in the student handbook and college catalog on the following subjects: Withdrawal Policy; Refund Policy; Plagiarism Policy; Attendance Requirements; Grading Scale.

The Houston Community College System seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age or handicap. This policy extends to employment, admission, and all programs and activities supported by the College.”

INTERNATIONAL STUDENTS: Receiving a *W* in a course may affect the status of your student Visa. Once a *W* is given for the course, it will not be changed to an *F* because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. **ONLY ONE online/distance education class may be counted towards the enrollment requirement for International Students per semester.** Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

NOTICE FOR STUDENTS OUTSIDE OF HCC SERVICE AREA: Students who live or work outside the HCC service area and cannot take paper exams at one of our HCC testing locations **MUST** make arrangements for a proctor. They must submit a request to the instructor **prior to the day of record.** Please see the DE Student Services Additional Resources Web page for more information.

VIRTUAL CLASSROOM CONDUCT: As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

Assignments

You have **two weeks** to complete each assignment. Every week a new assignment is posted and the previous weeks assignment is due at the end of that week. For example, Lesson One’s Assignments are due at the end of the second week of class; Lesson Two’s assignments are due at the end of Week Three, etc. The due dates are posted on the calendar on the class Web site and in your personal Grade Book. Your assignments may be completed at home or in a lab. You should backup each assignment. You will submit your assignments by email, or as attachments, or in some cases, as discussion board postings. Most of the assignments will be submitted in the file format of Adobe Acrobat PDF files. You will need to have some way to turn your work into a PDF file. If you have the full Adobe Acrobat Professional software program, either as a part of the Creative Suite or as a stand-alone program this will do the conversion. Also, all Adobe software and many other software programs as well as the newest versions of the Windows and Mac operating systems have the capacity to create PDF files. The full Acrobat program is also available in all Digital Communication Department Labs. You can also convert your files to the PDF format

on-line at the Adobe Web site. For more information about converting your files to PDF go to <http://www.classes-on-line.net/PDF.html> Creating PDF files is also discussed in detail in Lesson One.

When you email a lesson, you will receive a confirmation email that is time and date stamped. Please save this email as proof that you have submitted the assignment. This confirmation does not acknowledge that the assignment is correct, only the date and time that it was submitted. If the assignment is correct, the credit for it will be posted to your grade book the week after it is due. If it is not correct, you will receive an email from your instructor, explaining what you can do to correct it and resubmit. If you submitted your assignment on time and correct and resubmit **within two weeks** of receiving your instructor's email, you will receive full credit for the assignment.

Please do not reply or include questions or comments to the assignment submission email address. This address is used for **assignment submissions only** and any other messages are not read in a timely manner. If you need to contact the instructor about personal problems it should be done at his hccs.edu email address. If you have questions about the lessons, they should be posted to the class discussion board under the Questions and Discussions Folder.

It is very important that projects be submitted on time. See the "submitting Late Assignments" section of this syllabus for details on the late policy. No make-up tests or extended deadlines will be given unless special arrangements have been made with the instructor **in advance**.

Assignments and reports must be done with appropriate software as indicated by the assignment instructions. The Portfolio Presentation is due on the due date given (no exceptions). If you are ill or have an emergency at any time, please contact your instructor in writing with documentation, and request that special arrangements be made. This should be done at least two weeks prior to the presentation date. However, there is no guarantee that you will be allowed to miss the final presentation. The final is 25 percent of your total grade for the semester, so not presenting your Portfolio could result in an "F" for the semester.

All assignments must be correctly labeled to receive credit. **Please follow the instructions on file naming EXACTLY as specified in the instructions.** Submit each assignment that is mailed to the assignment submission address as a separate email. Remember, file names should never have spaces!

Attendance

The HCCS Catalog states, "A student may be dropped from a course for excessive absences after the student has accumulated absences in excess of 12.5% of the hours of instruction (including lecture and laboratory time)." I have expanded that exemption to 20%. **Any Web class student who misses submitting an assignment for more than two consecutive weeks in the semester may be withdrawn from the course no matter what the reason for missing.** The student is responsible for keeping track of his or her assignments. If you have a problem with keeping up please discuss the problem **IMMEDIATELY** with the instructor. Don't wait until it has become an insurmountable problem. One of the disadvantages of an on-line class is that you have to provide your own discipline. I would suggest that you set aside a period of two or three hours at a specific time each week to work on this class. **Assignment weeks run from 12:01 a.m. on Monday through 11:59 p.m. on Sunday.** It is easy to "put off" working on an on-line class, since you will not have to face the instructor or your fellow students. Please do not do so. You will find that, if you get behind it is even harder to catch up in an on-line class

You are required to attend one on-site meeting for your Hands-on Exam and Portfolio Presentation on Saturday, December 12, from 12:00 till 3:00 p.m. at the West Loop Campus. Please mark this date on your calendar now, since attendance is mandatory. No make up will be available. A request to miss the final must be submitted in writing with the instructor before the day of record Friday, September 4, 2009 and the instructor approves the reason for the request. In those cases, the student will be responsible for getting his or her Portfolio to the instructor IN ADVANCE of the final meeting and will not receive the points allotted for presenting the Portfolio.

Submitting Late Assignments

One of the most important requirements for designers is dependability. When you are working with a customer it is important that you meet the specified deadline. For this reason, this class also emphasizes the importance of turning in your work as scheduled. We understand that there are times when "bad things happen to good people" but it is important that you plan for possible problems. If you wait until the last minute to complete an assignment, I can almost promise you that something will happen that you did not think would happen. Not only should you have a "plan B" in case of problems, but also, you should anticipate that you might have to use it.

However, please keep in mind that it is better to complete an assignment late than not to complete it at all. If you turn in an assignment late, there will be points deducted from the assignment because it is late, however, you will still receive some points instead of no points which is what you will get if you don't submit the assignment.

You may submit late assignments, however, 25 percent will be deducted from your score for assignments that are up to one week past due; 50 percent will be deducted for assignments that are two weeks past due and 75 percent will be deducted for assignments that are three weeks past the due date. **No credit will be given for assignments that are submitted more than four weeks past the due date.**

Remember, that this policy is in place regardless of the reason for the late assignment. The only exceptions to this policy are extreme family crisis or severe illness or accident that continues for more than one week. If you think that this might apply in your case you must submit a request to the instructor in writing with documentation supporting your request. All decisions are at the discretion of the instructor. This exception will not apply to short-term illness, computer problems or any other delays that could have been considered and planned for as discussed above. Remember that part of your grade is based on your ability to solve the day-to-day problems that we all face. It would not be fair to the students who solve these problems, to allow other students to ignore the deadlines.

If this policy seems harsh, let me assure you it is not. As college students you should consider yourselves adults with a responsibility to complete your work on schedule. This is an important skill that will serve you well in future employment.

Grading

Your grades will be based on completion of the assignments in a timely manner, posts to the discussion board, a mid-semester exam and an on-site final presentation. The projects for each lesson assignment must be completed to the satisfaction of the instructor. If they are not, then you will have an opportunity to repost as long as your original assignment was sent within the time allotted for that assignment, and your repost is within **two weeks** of the notification. Date of posting will be determined by the confirmation email that you receive when you send an assignment to the assignment email address. In the case of assignments that require you to post information to the Discussion Board, **you must post at least 100 words to receive credit unless the assignment specifies a different requirement.** (That is a little larger than the size of the paragraph above.) If you correctly complete the assignment, you will receive the full credit available. At the conclusion of most lessons, there will be a review quiz. They count 20 points and serve to highlight the important parts of that lesson. You must complete it before you are allowed to move to the next lesson.

Grade Percentiles

Orientation and Review Quizzes (10 @ 20 points)	200 points
Projects (8 at 25 points each)	200 points
Discussion Board Postings (10 @ 10 points each)	100 points
Midterm Exam	150 points
Lynda.com Tutorials (3 sets @ 25 points each)	75 points
Hands-on Final Project	175 points
Final Portfolio Presentation	100 points
TOTAL	1000 points

Using these criteria, your work will be assigned letter grades, which will be averaged by using the following scale: A = 90-100 percent, B = 80-89 percent, C = 70-79 percent, D = 60-69 percent F = 59 percent and below. Points are rounded to the next highest whole number in determining the letter grade.

Extra Credit Activities:

There may be additional extra credit assignments available during the semester. These extra credit assignments will add to your total points and could make the difference of as much as one letter grade.

You can obtain information regarding your grade at any time by going to your personal grade sheet on the web at: <http://www.mygradebook.com> and selecting single class. Your class word is **ARTC1325Fall09** (It is case sensitive) and your password is the last four digits of your HCC student ID Number. This is a secure site. Do not share your password with others. It is your responsibility to check your grade sheet and the discussion board for instructor responses on a weekly basis. You can also access the grade sheet from the class web site, and email notices may be sent with a direct link to your grade sheet when new grades are posted. **We will be using MyGradebook and not the Blackboard Grade Book.**

Important Dates to Remember

August 15-21	Complete On-line Orientation at Distance Education Web site.
August 22	Class Begins.
August 28	Last day to drop/add/swap.
September 4	Official Date of Record. (Students will be withdrawn who have not participated in class.)
September 7	Labor Day (All HCC Campuses are closed.)
November 12	Last Day for Administrative/Student Withdrawals-4:30 p.m.
November 26-28	Thanksgiving Holiday (All HCC Campuses are closed.)
December 6	Last Day of Class.
December 12	On-site Final Presentation and Hands-on Exam, 12:00 till 3:00 at West Loop

Important Information about Contacting the Instructor

By Email:

The instructor's email is listed at the beginning of this syllabus. If you have questions of a personal nature, please feel free to contact him at this address. However, please do not send questions about class assignments, policies, etc. to this address. **All questions of this type should be posted on the class discussion board in the Questions and Discussion Folder.** By doing this, you will enable other students in the class to share in the answers.

Please do not use the assignment drop box email address or the Discussion Board Assignment Folders to post questions. These are not viewed until after the grading period has passed, and **you will not receive a prompt answer to anything that is posted there.**

It is important that you understand proper email netiquette. **Do Not** use the reply to feature of your email to email me from messages sent to the entire class unless you change the topic line to reflect your reply. I

archived all correspondence and it is impossible for me to find your email message if I receive 20 emails with the same topic name.

When you email me please include in the topic both your last name and the class number. I have several classes and some of them have more than one person with the same name. This makes it very difficult for me to determine who is contacting me when I receive an email from imadodo@yahoo.com with no other name.

Example of email subject: **Schuh ARTC 1325: Can I schedule an appointment?**

By telephone:

You can call my office number, but expect a long delay in a returned call. I am only in my office for a few hours twice a week, so it might be as long as five days before your call is returned. In case of an emergency, you can call the Digital Communication Office at West Loop at 713-718-7895 and ask them to contact me. Please use the discussion board folder for questions not of a personal nature.

By mail:

My mailing address is: Lloyd Schuh; Houston Community College, Digital Communication Department; 5601 West Loop South; Suite 135, MC 1587; Houston, TX 77081.

On Campus:

You can also leave material for me in my box in the Digital Communication Office at the West Loop Campus.

PROPOSED SCHEDULE OF TOPICS

This schedule is a guideline only and may be altered at any time at the instructor's discretion. You must have completed the On-Line Student Information form on the DE On-line Orientation Page. **You cannot begin the class until this information has been provided to the instructor.** While some of the lessons may seem long at first, remember that you are taking the same course in 10 summer weeks that is taught in sixteen weeks during the regular semesters. Details of the exercises and assignments will be found on the class Web site.

Lesson One: The Adobe CS4 User Interface/Digital Drawing Basics

Explore the Interface; Menus in Adobe Applications; The Macintosh Application Frame; Accessing Nested Tools in CS4 Applications; Nested Tools and Keyboard Shortcuts; Explore the Arrangement of Adobe Application Panels; Create a Saved Workspace; Explore the InDesign Document Views; Explore the Arrangement of Multiple Documents; Summing up the InDesign View Options; Customizing Menus and Keyboard Shortcuts; Application Preferences; Explore the Illustrator User Interface; Adobe Photoshop tools and Keyboard Shortcuts; Summing Up the Photoshop View Options.

Digital Drawing Basics; Create a New Document; Draw Basic Shapes; Control Fill and Stroke Attributes; Selection Basics; Transforming Objects with the Bounding Box; Control Object Positioning; The Transform Panel; Align and Distribute Objects; Edit Individual Grouped Elements; Import Template Images; Manage Multiple Layers.

Drawing Basics; Create Artwork with Lines; Reflect Drawing Objects; Rotate Drawing Objects; Divide Basic Shapes into Component Pieces; The Pathfinder Panel in Depth; Work in Isolation Mode; Use Measurements to Adjust Your Artwork; Draw with the Pencil Tool; Using Live Trace to Create Artwork from Images.

Lesson Two: Balloon Festival Artwork.

Drawing Complex Artwork; Prepare the Drawing Workspace; Use the Pen Tool to Trace the Sketch; Select and Edit Complex Paths; Control Object Visibility and Locking; Pen Tool Review; Add Detail with the Pencil and Line Tools; Create Shapes with the Blob Brush Tool; Adjust Anchor Points and Handles.

Coloring and Painting Artwork; Use the Color Panel to Define Custom Swatches; Create Global Swatches; Add a Color Gradient; Edit Global Color Swatches; Use the Gradient Tool; Manage Artwork with Layers; Recolor Artwork; Understanding Color Terms; Recoloring Options.

Exporting EPS and PDF files; Save an EPS File; EPS Options; Save a File as PDF.

Lesson Three: Identity Package.

Working with Gradient Meshes; Set Up the Workspace; Draw the Apple Shapes; Create a Gradient Mesh; Gradient Mesh options; Work with a Mesh Using Smart Guides; Using Smart Guides; Color the Remaining Objects; Use Filters to Add Object Highlights; Using the Appearance Panel; Type Terminology.

Working with Type; Create Point-Type Objects; The Character Panel in Depth; Point Type vs. Area Type; Manipulate Type Objects; Convert Type to Outline; Create Custom Graphics from Letter Shapes; Managing Art board Options.

Working with Multiple Art boards; Adjust the Default Art board; Use the Layers Panel to Organize Artwork; Copy the Art board and Artwork; Convert Mesh Objects to Regular Paths; Add Spot Color to the Two-Color Logo.

Combining Text and Graphics; Work with Placed Graphics; Create the Envelope Layout; Understanding Placed-Image Bounding Boxes; Print Desktop Proofs of Multiple Art boards.

Lesson Four: Four Color Movie Ad

Setting Up the Workplace; Understanding Line Art; Create the New File; Understanding Color Modes; Define the Background; Place Page Guides.

Compositing Images and Artwork; Navigate Files with Adobe Bridge; Composite Multiple Images; Adobe Bridge: Four Useful Tools for Graphics Professionals; The Lasso Tools; Resizing Raster and Vector Images; (Effective Resolution) Rasterize a Vector File; Place Vector Graphics.

Creating Silhouettes; Transform a Layer; Make and Refine a Quick Selection; Draw a Vector Path; Anchor Point and Handle Review; Edit a Vector Path; Create a Layer Mask; Select a Color Range; Selecting Localized Color Clusters.

Managing Multiple Layers; Manipulate and Arrange Layers; Create a Nested Group; Finish the Ad. Saving Photoshop Files for Print; Save a Layered TIFF File; Save a Flattened TIFF File; Common File Formats; Navigating the Photoshop History.

Lesson Five: American Wildlife Map

Setting Up the Workspace; Review and Resample the Existing Source Image; Create a Vector Shape Layer; More On Resolution and Resampling; Add to an Existing Shape Layer; Control and Edit a Shape Layer; Subtract from a Shape Layer; Resample the Shape Layer and Change the Canvas Size; Add Color and Texture to the Shape Layer.

Compositing with Smart Objects; Compare Smart Object Layers to Normal Layers; Understanding Channels; Work with Feathered Selections in Quick Mask Mode; Apply a Layer Mask to a Smart Object Layer; Edit a Layer Mask; Use the Masks Panel; Accessing Brush Libraries; Convert Layers to Smart Objects; Rasterizing Smart Objects with Masks; Create a Clipping Mask.

Using Filters and Adjustments; Apply Non-Destructive Filters to Regular Layers; Fading Effects; The Stylize Filters; The Distortion Filters; Lens Correction.

Creating an Artistic Background; Create a Custom Gradient; Create a Gradient Fill Layer; Create a Pattern Fill Layer; Adjust Layer Order and Blending Mode; Distinguishing Photoshop Blending Modes; Liquefy a Layer; Liquefy Filter Tools.

Creating Variations; Unify Effects with a Solid Color Overlay; Create Layer Comps.

Lesson Six: Menu Image Correction

Retouching Damaged Images; Remove Grain with Blur and Sharpen Techniques; The Blur Filters; The Smart Sharpen Filter; The Noise Filters; Heal Severe Scratches; Aligning the Healing Source; Clone Out Major Damage; The Clone Source Panel.

Correcting Lighting Problems; Correct Problems with Brightness/Contrast; Correct Contrast and Tonal Range with Levels; Histogram Statistics; Identifying Shadows and Highlights; The Gradient Map Adjustment; Correct Lighting Problems with the Exposure Adjustment.

Correcting Color Problems; Correct Color Cast with the Color Balance Adjustment; The Variations Adjustment; Correct Gray Balance with Curves; Curve Display Options; Adjusting Curves On-Screen; Correct Contrast with Curves.

Preparing Images for Printing; Correct Out-of-Gamut Color with Curves; Adjust Highlight and Shadow Points for Print; Converting Images Color Modes; Converting Images to Grayscale; The Channel Mixer Adjustment.

Lesson Seven: Festival Poster

Building Graphic Interest; Create the Poster Document; Create and Transform Basic Shapes; Using InDesign Smart Guides; Understanding the Control Panel; Define Color Swatches; Define and Apply a Gradient; Place Graphics into a Frame; Create Visual Impact with Transparency; The Gradient Tools; Create an Irregular Graphics Frame; Applying Effects; Clipping Path Options.

Importing and Formatting Text; Control Text Threading; Selecting Text; Define Manual Frame Breaks; Apply Character Formatting; Apply Paragraph Formatting; Understanding the Baseline Grid; Use Optical Margin Alignment; Clipping Path Options.

Importing and Formatting Text; Control Text Threading; Selecting Text; Define Manual Frame Breaks; Apply Character Formatting; Apply Paragraph Formatting; Understanding the Baseline Grid; Use Optical Margin Alignment; Copying Type Attributes with the Eyedropper Tool.

Graphics as Text and Text as Graphics; Place Inline Graphics; Working with Anchored Objects; Anchored Object Size and Text Position; Custom Anchor Options; Create Type on a Path; Type on a Path Options. Outputting the File; Print a Desktop Proof; Flatten Presets; Export a PDF File for Print; Resolution Options for PDF.

Lesson Eight: Final Project-Create a Four-Page Newsletter.

Working with Templates; Manage Missing Fonts and Images; Replace Missing Graphics; The Links Panel In Depth; Edit Margin and Column Guides; Change Repeating Template and Master Page Elements; Understanding Master Pages; Save a new Template; Create a New File Based on the Template; Implement the Newsletter Template.

Working with Styles; Apply Template Styles; Text Frame Options; Create a Sidebar Box; Text Wrap Options.

Working with Tables; Place a Microsoft Excel Table; Format Cell Contents; Format Cell Attributes; Strokes and Fills in Tables; Define Table Fills and Strokes; Managing Table Setup; Table Styles.

Preflighting and Packaging the Job; Define a Preflight Profile; What's in a Preflight Profile? Evaluate the Layout; Create the Job Package.

Preparing and Presenting your Portfolio and Final Exam.

For your final you will prepare a Portfolio of all of your work from this semester as well as a set of PDF files on a CD. At the final presentation meeting, you will present both the PDF Portfolio and the Hard Copy Portfolio to your classmates, together with a commentary on what you have learned from each of the Projects. Details will be found on the Web site.

The final presentation will be held at the West Loop Campus on Saturday, December 12th from 12:00 till 3:00 p.m. It is important that you mark your calendar now for that date, as there will be no make-up exam. You will also do a hands-on project on-site. Because of the deadline for entering grades, there cannot be any exceptions made to this policy. Failure to submit a final project may result in a failing grade for the semester. The exam will begin promptly at Noon. No one will be admitted to the final after 12:15, so please be on time.