

Course Name: *Introduction to Computer Graphic Art Syllabus*
Course Number: ART100 (OL) Online
Course Section(s): Section # 0265 & 0267
Course Semester: Spring 2004

1. REQUIRED TEXTBOOK / MATERIALS / COMPUTER EQUIPMENT / ACCESS NEEDED:

Text:

Project Illustrator

Publisher: OnWord Press

ISBN: 1401811140

Author: Nat Gertler

Project Photoshop

Publisher: Delmar Thomson Learning

ISBN: 1401825893

Author: Nat Gertler

Application Software:

Adobe Illustrator 10 and Adobe Photoshop 7 OR

Adobe Illustrator CS and Adobe Photoshop CS

The instructor will be using the CS versions.

Additional Software:

Web Browser (Internet Explorer preferred)

Note → Although I am using a PC Based computer, that will not preclude you from using a Macintosh. Be aware that the book was written from a MAC viewpoint and although the software interfaces are slightly different, you should not have trouble following along.

Additional Instructions:

- **You are responsible for all the information presented in this syllabus. It is expected that you have read all the information.** If you have questions regarding the syllabus or need clarification, please send me an email.
- Spend time reviewing your Syllabus, Textbook and the **WebCT** classroom.
- All email communications will occur inside the **WebCT** classroom by using its email function.
- All information for this course is contained in **WebCT** and all assignments, quizzes and the final project must be submitted via this medium.
- You may perform your coursework anywhere that you have access to a computer, the required application software and an Internet connection. **EXCEPTIONS WILL NOT BE MADE** for students who choose to take the online class and bypass the online requirements set forth in this syllabus.

2. TO CONTACT YOUR INSTRUCTOR:

Last Updated: 8/22/2004

This syllabus is subject to change at the discretion of the instructor.

Instructor: Sara Beakley-Mercill
Phone: (602) 690-0196
This is my personal cell phone. When leaving a message, please leave a message with the best time and a number to reach you at.
Email: sara.beakley-mercill@sccmail.maricopa.edu
MSN I can be found under the name Sara Beakley-Mercill on MSN Instant Messenger. Please feel free to use this as a communication tool with me.
Office: I am an online instructor; therefore my office is the computer.

The best way to contact me is via email. I will check email on a daily basis and **respond to you within 24 to 48 hours.** If you do not hear from me or have a need to speak in person, feel free to call my cell phone number listed above. Please speak clearly, state your name, state which class you are taking, what your question is and a number to reach you at.

3. COURSE DESCRIPTION:

Conceptualization, visualization, and production of art using the computer.

Prerequisites: None.

In addition, I strongly recommend that you...

- *Are comfortable working in a computer environment*
- *Are comfortable opening, closing and saving files*
- *Are comfortable using the Internet to find information*

Although the aforementioned suggestions are not a requirement to take this class, I have found that those students lacking in these skill have a hard time keeping up with the rest of the class.

Remember, online learning is not for everyone. Although it is a convenient way to take classes, there is a lot of maintenance on the student's part to succeed. If you would like to know more about online learning at Phoenix College, visit the following link: <http://www.pc.maricopa.edu/courses/index.html>

4. COURSE OBJECTIVES:

Upon completion of this course, you should be able to:

- Operate a computer.
- Differentiate between network and hard drive access.
- Manipulate art and graphics using the computer.
- Describe principles of menu commands.
- Use tools available in the software package.
- Execute art and design projects electronically.
- Use various electronic input devices.
- Print hard copy.

5. COURSE FORMAT:

Last Updated: 8/22/2004

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This **IS** an **online** course where you **ARE** required to submit assignments by their published due date and to participate in class discussions. Additionally, you must **finish by the published end date.**

The course is separated into **Modules**. Modules contain the work that you are required to complete. Module may span several weeks so be sure to review the **Due Date** column in the Assignments section of the syllabus carefully.

I am online 24 hours a day and I check the online classroom for homework submissions, discussion question postings, questions and email a minimum of one time per day; however I usually check it more frequently. My standard response time for anything is 24 o 48 hours. I encourage you to use the **Q&A Discussion Area** or **email** as your primary form of communication; however I have provided my cell phone if you need to talk in person (see Contact Information section).

Modules may contain a mixture of the following elements:

- **Lectures** in Microsoft Power Point format for download. If you do not have access to Power Point that is OK, you may download a slide show version for viewing instead.
- **Required Reading** from [Project Illustrator](#) and [Project Photoshop](#).
- **Homework Assignments**. A description of the homework assignment, and its point value, will be provided on the Module page along with a link to download the assignment as a PDF file.
- **Discussion Questions**. A description of the discussion question and its point value.
- **Final Projects**. A description of the final projects and their point values will be provided on the Module page along with a link to download the final project s as a PDF file.

The textbooks are absolutely necessary to the success of this course! The textbooks are to be read while sitting at the computer. Students are to read and practice the tutorials at the same time. It is expected that the student will have completed the hands on tutorials in each chapter before attempting the homework assignments for the course. **Chapter Tutorials are not to be submitted for grading.**

The **WebCT** website was designed for beginning students who wish to learn computer basics an image manipulation basics. In this class, you will be working with **Adobe Photoshop (version 7 or version CS)**, **Adobe Illustrator (version 10 or version CS)** and a computer.

The Adobe programs can be purchased from your school's bookstore (<http://shop.efollett.com/htmlroot/storehome/phoenixcollege175.html>), from web sites such as www.journeyed.com, www.amazon.com, and can even be found at local discount club warehouses.

Notice about current versions of software!

The most current version of Photoshop and Illustrator are the CS (Creative Suite) versions. We will be using the books for Photoshop 7 and Illustrator 10 as the Creative Suite books are not available at this time; however there are not too many differences that will affect this class. In addition, **you may only be able to purchase the Creative Suite versions of the software and that is OK.** However, you **MAY NOT** use a version of the software earlier than Photoshop 7 or Illustrator 10.

If money is an issue, in lieu of Adobe Photoshop 7, students may wish to use its counterpart, **Adobe Photoshop Elements 2.0, (selling for about \$50).** The difference between the two programs is considerable. Photoshop Elements has fewer tools and abilities but might be perfectly suitable for the hobbyist or someone considering going into the graphic arts field. The full Adobe Photoshop would be good for someone who is planning to take more digital art classes. It is your choice (**You will not be able to use trial versions of this software downloaded from Adobe's website because any images you manipulate cannot be saved.**)

Students enrolled in an online class are expected to complete the work off campus in an asynchronous manner.

If online students want to use the on campus labs, they **must register for the NC500 class** in order to gain access to the labs. This is a zero credit lab class. Refer to the campus schedule for further information.

Exceptions WILL NOT be made for students who choose not to register for this class and do not have access to a computer off campus.

If you don't have a computer or don't want to buy the software programs, you need to consider taking an on-campus ART100 course where you can use the school's machines and software.

6. COURSE REQUIREMENTS

- This course is organized into **eight (8) modules**. Each module may contain a mixture of reading, discussion questions, homework projects and quizzes.
- There are a total of **five (5) discussion questions**.
- There are a total of **five (5) homework assignments**.
- There are total of **four (4) quizzes**.
- **The final project consists of two projects**; one using Adobe Illustrator and one using Adobe Photoshop. Although the two projects are to be completed at separate times in the semester, both will count towards the final project portion of your grade.

7. SUBMITTING ELECTRONIC ASSIGNMENTS

Follow these steps when submitting homework projects. Failure to do so may result in a penalized grade:

- It is recommended that you create a directory on your disk or hard drive for each module and save the work in the appropriate subdirectory. You eventually will want to use some of this work as portfolio pieces and being able to locate it quickly and efficiently will help you later on.
- Save the exercise using the naming conventions provided in each module.
- Save your digital artwork in the native or proprietary file format (i.e.: a *.psd* file format for a Photoshop image or an *.ai* file format for an Illustrator image). By keeping the original image in its native file format, you can go back and improve upon it if you want to use it as a portfolio piece.
- Attach the file to an email in WebCT. **Please use the mail feature that comes with WebCT, it will be easier to manage your grading.**
- Be sure to include an appropriate subject line in your email (i.e.: ART100 HW#2 Scavenger Hunt)

All course work (*including the Final Projects*) **must be completed by the published end date**. Please refer to the "Due Date" column in the Assignments chart below so that you can plan your time efficiently. Also, because the most successful online students keep up with their course work regularly, it is required that you submit your assignments by their published due date.

8. WITHDRAWAL PROCESS:

IMPORTANT: You must contact me (via email) or submit an assignment within 2 weeks after your start date. If you do not comply with one of the previous options, you will receive either a Withdrawal "W" or an "F" in the course (without refund).

9. EXTRA CREDIT

- Extra credit may be given out at the discretion of the instructor.
- You may not receive extra credit if the original assignment is not handed in.
- You may not receive extra credit on homework assignments that are submitted past the due date.

10. SUBMITTING LATE ASSIGNMENTS

The following penalties will apply to late assignments:

- **Late Assignments will be penalized - minus 20%** (no assignment accepted greater than 1 week after the due date and no assignment accepted after the Final Exam date).
- Participation in regular class discussions is required and postings will **NOT** be accepted for credit after their due date.
- You may **NOT** receive extra credit on homework assignments that are submitted past the due date.

If an emergency arises and you need an extension for a due date, **it is best to contact me as soon as possible so I may work with you**. It is important that I know that you are committed to completing the course.

Communication with me is the key to your success in this course. I cannot help you if I do not hear from you.

11. DISCUSSION QUESTIONS AND PARTICIPATION:

Because you have chosen to attend this course in an online environment, you must be motivated, self-disciplined and you are required to participate in regular online discussions. There will be **five (5) Discussion Questions (DQ)** posted throughout the semester. I will post each question at the beginning of the week it will occur in.

The purpose of these discussions is to help each other out and to build a peer support group that you can utilize now and in the future. From experience, I truly believe that you never learn a topic better than when you impart your knowledge about the topic with someone else.

Participation in this course is **required** and **will affect your grade**. Students are required to participate meaningfully, substantially and in a relevant manner in **two ways** by every discussion due date. **You should post your own response to the topic and then a response to at least two (2) other students' posting each week**. Each student should respond to the original discussion topic and should read the discussion threads to respond and pose other questions to students in the class. Obviously the more you participate equates to how much you gain from the discussions.

Meaningful, substantial and relevant participation is at the discretion of the instructor and is defined as follows:

- Participate in the discussion topics or questions regularly and by their due date. Discussion questions are given one week for completion. Those students who choose to wait until the due date to participate miss the opportunity to build relationships and gain from the experience of thoughtful and meaningful discussions that occur over time; rather they only read a "moment in time" defeating the purpose of a "discussion".
- Use proper grammar and spell check. Try to avoid the use of shorthand or slang in your postings as not all of your peers are familiar with Internet slang. If you choose to use slang, please define the slang terms so that everyone understands what you are communicating.
- Provide thoughtful, comprehensive responses to all parts of the topic with explanations and rationale to back them up. Don't just post "I agree" or "That is a good point". You will not receive full participation credit without providing a rationale to your post.
- Respond to other student questions or comments. Responses to the instructor only **will not** result in participation points.
- If you have a question, whether related to the class or not, please use the **Q&A Discussion Area** to post them. I check this daily. I encourage you to use this first before e-mailing me with a question. *(This is because I will check the discussion boards regularly and can answer your questions there for everyone's benefit).*

Grading breakdown for discussion questions:

5 points for answering the posted question

2.5 points for each substantial response to another student's posting for a maximum of 5 points.

These required Discussion sections do count as assignment grades.

12. TESTING and QUIZZES

There are **four (4) Quizzes** that are to be taken through WebCT. Each quiz is available for one week only. **Quizzes cannot be taken after the scheduled due date** so plan carefully. Each quiz may consist of a mixture of multiple choice, true/false, short answer, and multiple answer questions. Each quiz is timed at 60 minutes and you only have one try to complete the quiz. If you close the quiz window your grade will be reported as a zero (0). **All quizzes are open book and open notes.**

13. GRADING SCALE:

Each student will receive an **individualized grade breakdown sheet** for each graded homework assignment or project. I will send this to you, via Blackboard's Assignment Manage, each time I grade your work. It is created in Microsoft Excel. If you are unable to access the file please let me know and I can send it to you in PDF format. Do not hesitate to let me know if you do not understand something or need clarification.

There are **250 points possible** for this course. Grading will be based on points earned, according to the following scale:

A = 90 – 100 %	225 - 250 pts.
B = 80 - 89 %	200 - 224 pts.
C = 70 - 79 %	175 - 199 pts.
D = 60 - 69 %	150 - 174 pts.

You will receive an **F** if you accumulate fewer than **150 points OR** if you fail to complete the course by your end date without an extension or withdrawal.

Point Allocation Breakdown:

Item	Quantity	Point Value	Total Points
Homework Assignments	5	10	50
Discussion Questions	5	10	50
Quizzes	4	10	40
Final Project 1	1	50	50
Final Project 2	1	60	60
Total			250

14. BACKING UP YOUR FILE(S):

I strongly recommend that you back up all of your files and disks on a regular basis. If you encounter a problem during the semester with corrupt files, **it is your responsibility to communicate** this to me as soon as possible. I cannot work with you if you do not let me know what is going on.

15. DISABILITY AND SUPPORT SERVICES

Location: Learning Center Building
Telephone: (602) 285-7477 V/TDD

Last Updated: 8/22/2004

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The Disability Support Services (DSS) Office coordinates services which will ensure equal access to college programs for students with disabilities. Services include interpreting for the deaf/hard of hearing, note taking, reading, scribing, adaptive technology, testing accommodations, alternative text formatting, and special seating arrangements. Some classroom accommodations such as interpreting services, audio taped texts and handouts, enlarged print and brailled materials require preparation time. For this reason, students with disabilities are encouraged to contact the DSS Office prior to registration and provide us with the necessary documentation. All disability-related information provided to DSS remains confidential.

16. RECOMMENDED TIMELINE FOR COMPLETING ASSIGNMENTS/EXAMS:

All assignments must be submitted to the instructor as attachments to an email via WebCT's email feature. See the **Submitting Electronic Assignments** above.

Note: No late work will be accepted after the last day of class!

ASSIGNMENT	POINT VALUE	TIMELINE	DUE DATES
START DATE			8/23/04
Module 1			
Review WebCT Website		Week 1	8/29/04
Review Syllabus			
<i>Homework #1: Orientation Email</i>	10		
<i>Post to Discussion Question 1</i>	10		
Module 2			
Read Lecture 1: Computer Overview		Week 2	9/5/04
Read Lecture 2: Computer Terminology			
<i>Homework #2: Scavenger Hunt</i>	10		
<i>Quiz 1</i>	10		
Module 3			
Read Lecture 3: File Management		Week 3	9/12/04
Read Lecture 4: Digital Graphics Terminology			
<i>Homework #3: Internet Research</i>	10		
<i>Post to Discussion Question 2</i>	10		
Module 4			
Reading in <i>Project Illustrator</i>		Week 4 & Week 5 & Week 6	10/3/04
Project 1: A Grumpy Flower (p. 1-10)			
Project 2: A Grumpy Garden (p. 11-18)			
Project 3: Your Personal Logo (p. 19-28)			
Project 4: Your Corporate Stationary (p. 29-37)			
Project 5: A Shiny Metal Pipe (p. 39-46)			
<i>Homework #4: Illustrator Tutorial</i>	10		
<i>Post to Discussion Question 3</i>	10		
Module 5			
Reading in <i>Project Illustrator</i>		Week 7 & Week 8	10/24/04
Project 6: Your Psychic ID (p. 47-56)			
Project 7: A Cheap Violin (p. 57-66)			

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Project 8: An Expensive Illustrativarius Violin (p. 67-74) Project 9: Overhead Bowling Diagram (p. 75-83)		& Week 9	
<i>Quiz 3</i>	10		
<i>Final Project (part 1): The Atom Project</i>	50		
Module 6			
Reading in <i>Project Photoshop</i> Project 1: A Teddy Bear (p. 1-8) Project 2: Color In A Cartoon (p. 9-18) Project 3: Baseball Card (p. 19-26) Project 4: Make Yourself A Martian (p. 27-34) Project 5: Make Yourself A Martian Army (p. 35-43) Project 6: A Single-Image Collage (p. 45-54) Project 7: Dangerous Metal Pipe (p. 55-65) Project 10: A Cloudy Design (p. 87-94)		Week 10 & Week 11 & Week 12	11/14/04
<i>Post to Discussion Question 4</i>	10		
Module 7			
Reading in <i>Project Photoshop</i> Project 13: CD Tray Card (p. 117-127) Project 14: CD Insert (p. 129-138) Project 15: Your Own Letterhead (p. 139-149) Project 16: Advertising Postcard (p. 151-161) Project 17: Matched Mini Masterpieces (p. 163-173) Project 19: TV Screen (p. 185-195) Project 20: Your Diploma (p.197-206)		Week 13 & Week 14 & Week 15	12/5/04 <i>[Thanksgiving Break 11/25 & 11/26]</i>
<i>Homework #5: Selections in Photoshop</i>	10		
Module 8			
<i>Post to Discussion Question 5</i>	10	Week 16	12/17/04 <i>[Note: this is a Friday]</i>
<i>Quiz 4</i>	10	&	
<i>Final Project (part 2): Life Collage</i>	60	Week 17	
Total Points Available			
	250		
End Date			
			12/17/04

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