PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

Introduction To Macintosh Graphic Design
CGT 1030

Class Hours: 3.0       Credit Hours: 3.0
Laboratory Hours: 0.0   Date Revised: Fall 2011

Catalog Course Description:

Introduction to the Macintosh computer and its operating system and an overview of graphic design applications. A functional lab will be included as a component of the course.

Entry Level Standards:

Student is expected to be able to read on a college level, write using correct spelling and grammar, and be able to conduct research utilizing Internet and pertinent learning resources and techniques. Student should have sufficient manual dexterity to be able to use a graphic design industry standard keyboard and mouse simultaneously; trim, cut, score, fold, and fabricate artist’s comprehensives and mock-ups using x-acto knives and metal straight-edged rulers, rotary blade paper trimmers, scissors, and adhesives. Visual acuity and correctable vision are also required.

Prerequisites:

None

Corequisites:

ARTP 1010 and CGT 1950. No corequisite for non-CGT majors.

Textbook(s) and Other Course Materials:

Required Text – The Little Mac Book Snow Leopard Edition
by Robin Williams, Peachpit Press

Visual Quickstart Guide–Illustrator CS5,
by Elaine Weinmann and Peter Lourekas, Peachpit Press

Visual Quickstart Guide–InDesign CS5,
by Sandee Cohen, Peachpit Press

Materials – At least three CD-R disks, 3-ring notebook with page protectors. Recommended –2GB or larger USB flash drive.

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Introductions and expectations / materials / tools / getting organized / Macintosh Basics.</td>
</tr>
<tr>
<td>2</td>
<td>Graphical User Interface; Ks, megs and disks; starting up; the mouse; the Desktop &amp; Finder; menus; important keys; all windows; desktop windows;</td>
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icons; folders; copying & selecting; Trash Can; opening files; closing and quitting; ejecting disks; shutting down. Key Terms.

System folder, Fonts, Desk accessories, Apple Menu, Control Panels, Aliases, Find File; Beginning Postscript Illustration; Introduction to Adobe Illustrator® CS5; The Toolbox, palettes; settings; learning basic shapes; Illustration tutorial #1, Quiz #1

Illustration Tutorial #1; Basic shape tools; rectangles, ellipses, and lines; views; transformation tools; using the freeform tools; paths. Key Terms

Pen tool; Coloring; Gradients; Patterns; Layers; Style and Edit Type; Compounds

Illustration Tutorial #2; Masks; Filters; Graphs; Precision Tools; Output; Separations.

Illustration Tutorial #3; Scanning Technology: Bitmaped vs. object oriented graphics. Image translation; line art, halftone reproduction and output.

Introduction to Adobe Photoshop® CS5, tools, menus, palettes. Demo, Key Terms Photoshop® Tutorial; basic image editing techniques; Quiz #2

Introduction to InDesign® CS5; The Basics, palettes; Startup, new files; Get Around; Text Input; Text Flow

InDesign® tutorials; Formats; Typography. Navigating; Very Important Information, disc management; Visual Clues

InDesign® tutorials; InDesign® basics; Multiple Items; Pictures; Pictures and Text Design Development: Project 4; Final Individual Critiques: Project 4; Presentation: Project 4.

InDesign® basics; Lines; Beziers; Style Sheets; Master Pages; Color; InDesign® tutorials; Synthesis Project Assignment; Quiz Review

InDesign® basics; Output; InDesign® tutorials InDesign® exercises; individual project development; Quiz #3; Synthesis Project Critique; Final review

Final Exam Period

II. Course Goals*:

The course will:

A. Enable students to develop a working knowledge of the Macintosh operating system, graphical user interface, hardware requirements and peripherals. I, II, IV

B. Enable students to develop a working knowledge of object-oriented/vector based graphics and Postscript illustration programs. I, II, IV

C. Enable students to develop an understanding of basic bitmapped graphics and image editing techniques. I, II, IV

D. Enable students to integrate text and graphics in a page layout using graphic design industry standard software. I, II, IV

E. Enable students to develop an understanding of basic scanning technology. I, II, IV

F. Guide students toward the development of an understanding of Macintosh Font technology.
**I, II, IV**

*Roman numerals after course objectives reference goals of the *Media Technologies — Communication Graphics* program.

**III. Expected Student Learning Outcomes**:  
Students will be able to:

1. Effectively use Macintosh computer skills and understand the structure and interface (menus, windows, icons, etc.) for current software applications. (A,B,C,D,E,F)
2. Distinguish between and apply the RGB, Pantone, and Process (CMYK) color models. (A,B,C,E)
3. Complete a prescribed series of exercises and tutorials using the Macintosh computer exploring the current Macintosh OS. (A,F)
4. Complete a prescribed series of exercises and tutorials using object oriented/vector based illustration software—Adobe Illustrator® CS5. (B)
5. Incorporate the technique of “layering” in digital illustration. (B,C)
6. Complete a prescribed series of exercises and tutorials using graphic design industry standard word processing software. (A D,F)
7. Complete a prescribed series of exercises and tutorials using graphic design industry standard image editing software—Adobe Photoshop® CS5. (C,E,F)
8. Understand scanning technology in the translation of images into the digital environment. (E)
9. Complete a prescribed series of exercises and tutorials using graphic design industry standard page layout/publishing software—Adobe InDesign® CS5 (A,D,F)
10. Design and produce a synthesis project that requires the use of all of the industry standard graphic design software covered during the course. (A,B,C,D,E,F)

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

**IV. Evaluation:**

A. Testing Procedures: 50% of grade

3 Quizzes – 13.67% each  
Final – 10%

Students will be tested on material from reading assignments, lectures, class handouts, etc.  
(Missed tests or quizzes may not be made up without instructor approval.)

B. Laboratory Expectations:

Students will find it necessary to spend additional time in the Macintosh lab in order to successfully complete assignments.

C. Field Work:
None

D. Other Evaluation Methods: 50% of grade

Journal/workbook – 20%
Students will maintain a journal/workbook (3-ring binder with page protectors) of class notes, class handouts, projects, completed exercises and tutorial assignments.

Synthesis Project – 20%

Attitude/Participation/Attendance – 10%
(Refer to V Policies, CGT Program)

E. Grading Scale:

The final grade will be calculated from the factors as mentioned above and will be evaluated on a standard scale.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>92–100</td>
</tr>
<tr>
<td>B+</td>
<td>89–91</td>
</tr>
<tr>
<td>B</td>
<td>82–88</td>
</tr>
<tr>
<td>C+</td>
<td>79–81</td>
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<tr>
<td>C</td>
<td>72–78</td>
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<tr>
<td>D</td>
<td>65–71</td>
</tr>
<tr>
<td>F</td>
<td>Below 65</td>
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V. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:
- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or
other classroom assignments unless explicitly authorized by the instructor.
• Any of the above occurring within the Web or distance learning environment.

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical
information to share, or need special arrangements in case the building must be evacuated
should inform the instructor immediately, privately after class or in her or his office. Students
must present a current accommodation plan from a staff member in Services for Students with
Disabilities (SSWD) in order to receive accommodations in this course. Services for Students
with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone:
539-7153 or TTY 694-6429. More information is available at http://www.pstcc.edu/sswd/.

D. Other Policies:

Other Policies—CGT Program:
1. Roll - Roll will be taken at the beginning of the class period. Three tardies will count as one
absence. In the event that you are late, be sure to have the instructor mark you present. Leaving
class early without prior approval from the instructor is not acceptable.
2. Make-up Work - In the event of an absence, students must use their own initiative to secure
lecture notes, assignments, and other information that might have been covered during the class
period.
3. Cell Phones - Please make sure all cell phone ringers are turned off during class periods.
Taking or making calls during scheduled class time is not appropriate unless the instructor has
prior knowledge of a critical or sensitive situation that may warrant an immediate response.
4. Internet - Checking e-mail or surfing the web during class is not an appropriate use of
scheduled instructional time unless it relates to a specific assignment for this class.
5. Music/MP3 players - Listening to music or any recorded material not specifically related to
subject matter being taught in this class is not appropriate during scheduled class time.
6. Lab Usage - Please remember that the Pellissippi State’s policy states NO FOOD OR
DRINK in classrooms. That policy is especially important in computer labs. Our Mac labs are the
best in the region—keep them clean!