

Computer Basics for Graphics

Class Syllabus — Spring 2012 — Laney College

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Course: 230 - Computer Basics for Graphics
Lab Code: 20536 Units: 1 Room: A153

Office Hours: 12:30 P.M. - 1:00 P.M. Monday and Wednesday
Class Hours: 1:00 P.M. - 3:45 P.M. Thursday
Lecture: 1:00 P.M. - 2:20 P.M.
Lab: 2:40 P.M. - 3:45 P.M.
Recommended Preparation: None



STUDENTS ARE EXPECTED TO REMAIN IN CLASS UNTIL AT LEAST 3:10 P.M.

TEXT AND MATERIALS

Text: None.

Software: Graphics oriented software.

Handouts: Additional handouts may be provided during the course.

Disks: If you want to take your work home, bring 2 or 3 re-writable CD's or a Flash Drive. Do **NOT** bring Zip Disks or Floppies.

GENERAL

Attendance: Regular and on-time attendance is expected.

Add or Drop Classes: *It is an individual student's responsibility to add or drop a class if necessary.*

The appropriate forms must be processed through the Admissions and Records Office before an add or drop will take place. A course not dropped will result in a "fail" on your transcript.

Classroom Policies: *The following guidelines are for your welfare as well as that of other students. Maintaining the best possible educational atmosphere is paramount to the success of all students.*

1. Class begins **promptly at 1:00 P.M.** Breaks may be taken at any time, but it is recommended that they be taken during lab, which follows the lecture. **Please do not leave the classroom during the lecture unless absolutely necessary.** The classroom will be open until at least 3:10 P.M. to allow time for personal assistance and to work on your projects.
2. Students should plan their workday to remain at task during the entire class session. Some work stations are limited and may not be available at all times.
3. Food and drink are **NEVER ALLOWED** anywhere near the computers. They **MUST** be kept at the back break table only. You may **NOT** use food or drink containers set on the floor beside you computer. Failure to obey this rule may result in your being removed from the classroom.
4. **Smoking** is not permitted anywhere on campus.
5. Cell phones **MUST** be turned completely **OFF** before entering a classroom or lab. This includes text messaging. If you feel receiving a call is more important than your lessons, then **drop the class** so someone else can get in.
6. The copying or "down loading" of files to or from the hard drive (except individual student temporary work files) to diskettes or other storage devices is considered stealing and is illegal. Students in violation of this policy will be removed from class with a failing grade for the term. **Students may also be subject to prosecution by the college.**
7. All computer disks brought in from outside of class **MUST be scanned for viruses.** If using a computer in the *Graphic Arts Department* (Room A153), the instructor **MUST** check the disk **before** it is inserted into any of the classroom computers. **Failure to comply is grounds for being dropped from class.**
8. If your computer crashes or is restarted, all settings will return to their defaults. Any documents saved to the desktop will be deleted. Be sure to keep a copy of any working documents on an external drive such as a Flash Drive or a rewritable CD.
9. Students will **"Log-In"** and **"Log-Out"** for all computer sessions. A sign-up sheet will be provided.

TEACHING METHODS

1. **Lectures/Demonstrations:** The first half of each class will be used to highlight the important material within each lesson using interactive discussions, handouts, and computer demos.
2. **Labs:** The second half of each class is dedicated to hands-on learning, facilitated by the instructor. During this portion of the class you will work at your own pace on a project designed to solidify the lesson material.

COURSE POLICIES

Missed Classes: You are responsible for the activities of each class period. If you anticipate a scheduling conflict, please let me know as soon as possible.

Assignments: All assignments are due by the end of the class meeting unless other arrangements are made.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and/or expulsion from the college. For more information, refer to the “Academic Dishonesty” policy in the college catalog. *Plagiarism occurs when a student misrepresents the work of another as his or her own. Plagiarism may consist of using the ideas, sentences, paragraphs, or the whole text of another without appropriate acknowledgement, but it also includes employing or allowing another person to write or substantially alter work that a student then submits as his or her own. Any assignment found to be plagiarized will be given an “F” grade (and could be given an “F” in the class). All instances of plagiarism will be reported to the Dean of the Division, and further action may be taken by the College.*

Need for Assistance: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please see me immediately. You must provide me with a **Disability Verification Form** from DSPS as soon as possible so that appropriate accommodations can be made for your special needs. *I wish to make this course as accessible as possible to students with disabilities that may affect any aspect of course assignments or participation. I encourage you to communicate with me by the second week of the course or at your discretion about any accommodations that will improve your experience in (or access to) this course. You can also contact the Disability Services and Programs for Students at 464-3428 for assistance.*

Student ID Card: All students are required to obtain a Student ID Card. These can be obtained on the 4th floor of the Student Center.



STUDENT LEARNING OUTCOMES (SLO'S)

Upon completion of this class students will be able to:

- Demonstrate the ability to use the Macintosh and Windows operating systems to perform basic computer use functions
- Apply basic computer knowledge and create common graphic layouts and images using various professional graphic software programs
- Demonstrate common graphic oriented uses of the internet



COURSE DESCRIPTION

This course provides instruction in the **basics of computer operation for both the Macintosh and Windows platforms**. It is recommended that each student spend an equal amount of time using both the Windows and Macintosh environments. Other major topics covered in this course will be **built in tools, creating, saving and finding files, working with files and folders, using graphics oriented software, and understanding the basics of printing**.

ABOUT PARALLELS DESKTOP

Parallels Desktop® is a virtualization solution that enables you to create virtual machines on Macintosh computers with Intel® processors (1.66 GHz and faster). You can install a *Windows, Linux, Mac OS X, or another operating system* in each of your virtual machines, and work with them and their applications side by side with your Mac OS X applications.

Booting Methods: If desired, you can boot directly into any installed operating system instead of running them together. This is recommended for class work, because it requires considerably less RAM. The following instructions explain how to boot into your preferred operating system.

Macintosh OS: Press and release the button on the lower, left, rear corner of the computer.

Windows OS: Press and release the button on the lower, left, rear corner of the computer *while simultaneously pressing the Control key* on your computer keyboard. *Do not release the Control Key* until you reach a screen that contains two images of hard drives. Click the Windows drive.

GRADING POLICIES

Points System: Points are assigned for each project. Full points will be given for each project completed correctly and on time. Points will be deducted for any portion of the project that is incomplete or incorrect. Zero points will be assigned if no project is received.

Class Projects: All projects are due by the end of the current class period.

Grading System: Grading for this course will be determined by:

Lecture/Lab Attendance - 20%

Class Projects - 80%

These numbers will be totaled then divided by the total number of graded assignments to determine your final grade.

Grades will be assigned according to the following scale:

91% - 100% = A

61% - 70% = D

81% - 90% = B

0% - 60% = F

71% - 80% = C

CLASS SCHEDULE

(subject to change without notice)

Week	Date	Discussion Topics and Projects
1	1/26	Lesson 1: Basic introduction to the computer using both the Windows and Macintosh operating systems
2	2/2	Lesson 2: Basic introduction to the computer using both the Windows and Macintosh operating systems
3	2/9	Lesson 3: More basics as needed and an introduction to Adobe Illustrator with an In Class Project
4	2/16	Lesson 4: More basics as needed and an introduction to Adobe Photoshop with an In Class Project
5	2/23	Lesson 5: More basics as needed and an introduction to Adobe InDesign with an In Class Project
6	3/1	Lesson 6: More basics as needed and an introduction to Adobe Bridge and Adobe Acrobat
7	3/8	Lesson 7: More basics as needed and an introduction to Photoshop Animations with an In Class Project
8	3/15	Lesson 8: More basics as needed and an introduction to Printing with an In Class Project



**ALL PROJECTS WILL BE
ASSIGNED IN CLASS
AND ARE DUE
THE SAME DAY**