

# COURSE SYLLABUS

## COM124: Computer Foundations

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### Course Description

This entry-level technical course ensures basic computer competency with an emphasis on software used by design professionals. Core concepts include file management, selecting the right tools for the right job, and effectively managing workflows. Topics covered include operating platforms, network basics, office productivity software and design software.

### General Course Information

Number of Units/Weeks	4 / 10
#Hours Lecture/#Hours Laboratory/#Hours HW*	40 / 0 / 80
Prerequisite(s)	None
Co-requisites (s)	None
Course Developer(s)	J. Burch, B.S.
Date Approved / Last Review	TBA / TBA

\* Homework

### Learning Outcomes

Upon successful completion of this course, the student will be able to:

- 1) Demonstrate basic computer skills, including applications.
- 2) Practice file management and file tracking skills
- 3) Identify appropriate software to use in solving design problems
- 4) Create viable design solutions when presented with a specific design problem

### Instructional Methods Employed in this Course

Lecture and reading assignments

Hands-on exercises

Research

Practical application of theory and skills in authentic projects

### Information Resources for this Course



#### Textbook

TBA



#### Other Materials

TBA



#### Web Site Readings

TBA

### Table/Topics & Assignments

#### Types of Assignments:

**Lecture:** Considered Lecture Hours

**Classroom Discussion:** Considered Lecture Hours

**In Class Critique:** Considered Lecture Hours

**Delivering Oral Presentations:** Considered Lecture Hours

**In Class (IC) Exercise:** Considered Lecture Hours

**Reading:** Considered Homework (HW), work done outside of class.

**WebClass lesson (non-online courses):** Considered HW, work done outside of class

**Lab Work:** Considered Lab Hours

**Quiz, Midterm or Final:** Considered Lecture Hours

<b>Week 1</b>						
<b>Type</b>	<b>Topic/Description</b>	<b>LEC Hours</b>	<b>LAB Hours</b>	<b>HW Hours</b>	<b>Point Value</b>	<b>Due</b>
LEC 1A	Orientation, Overview of Mac interface.	1				
LEC 1B	Intro to file types, file management, file naming conventions, stock images.	1				
LEC 1C	Intro to time sheets and design statement, using productivity software.	1				
IC EX 1A	Creation of Timesheet	1			65	Beginning of next class
HW 1A	Readings (40 pages) Evaluated by HW 1D			4		
HW 1B	Finalize time sheet			1.5	5	Beginning of next class
HW 1C	Gather resources for "About Me" presentation			4		
HW 1D	Webclass (includes quiz on readings)			2	5	Before next class
Total Week 1		4	0	11.5	75	
<b>Week 2</b>						
<b>Type</b>	<b>Topic/Description</b>	<b>LEC Hours</b>	<b>LAB Hours</b>	<b>HW Hours</b>	<b>Point Value</b>	<b>Due</b>
LEC 2A	Recap from previous week. Answer student questions. Collect time sheet.	0.5				
LEC 2B	Slide show presentation demonstration, Converting analog objects to digital format demonstration	1.5				
IC EX 2A	Begin building slide show presentation	2			80	Beginning of next class
HW 2A	Readings (40 pages) Evaluated by HW 2D			4		Before next class
HW 2B	Create design statement for slide show presentation, fill in time sheet.			1.5	5	Beginning of next class
HW 2C	Finalize slide show presentation			4		Week 3
HW 2D	Webclass (includes quiz on readings)			2	5	Before next class
Total Week 2		4	0	11.5	90	
<b>Week 3</b>						
<b>Type</b>	<b>Topic/Description</b>	<b>LEC Hours</b>	<b>LAB Hours</b>	<b>HW Hours</b>	<b>Point Value</b>	<b>Due</b>
LEC 3A	Recap from previous week, Answer student questions, Collect time sheets and design statement.	0.5				
LEC 3B	Slide show presentations	1.5				

LEC 3C	Discuss purpose of thumbnails, Introduction to vector art software.	1				
IC EX 3A	Vector art exercises	1			50	End of class
HW 3A	Readings (35 pages) Evaluated by HW 3D			3.5		Before next class
HW 3B	Fill in time sheet			0.5	5	Beginning of next class
HW 3C	Create thumbnails for music flyer poster			4		Beginning of next class
HW 3D	Webclass (includes quiz on readings)			2	5	Before next class
Total Week 3		4	0	10	60	

#### Week 4

Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 4A	Recap from previous week, Answer student questions, Collect time sheets, Evaluate thumbnails and choose one for flyer.	1				
LEC 4B	Continue vector art software introduction.	1				
IC EX 4A	Vector art music flyer	2			80	Beginning of next class
HW 4A	Reading (30 pages) Evaluated by HW 4D			3		Before next class
HW 4B	Create design statement for music flyer, fill in time sheet			1.5	5	Beginning of next class
HW 4C	Finalize music flyer			4		Week 5
HW 4D	Webclass (includes quiz on readings)			2	5	Before next class
Total Week 4		4	0	10.5	90	

#### Week 5

Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 5A	Recap from previous week, Answer student questions, Collect time sheets and design statement, Collect music flyer.	0.5				
LEC 5B	Intro to digital imaging software, Explain LASA for next week (using vector art and digital imaging software)	1.5				
IC EX 5A	Digital imaging exercises	2			50	End of class
HW 5A	Readings (30 pages) Evaluated by HW 5D			3		Before next class
HW 5B	Fill in time sheet			0.5	5	Beginning of next class
HW 5C	Create thumbnails for "About Me" poster (next week's LASA)			4		Beginning of next class
HW 5D	Webclass (includes quiz on readings)			2	5	Before next class
Total Week 5		4	0	9.5	60	

#### Week 6

Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 6A	Recap from previous week, Answer student questions, Collect time sheets.	0.5				

LEC 6B	Evaluate thumbnails and choose one for LASA	0.5				
EXAM 6A	LASA 1, About Me Poster (in-class assessment)	3			175	End of class
HW 6A	Readings (30 pages) Evaluated by HW 6C			3		Before next class
HW 6B	Fill in time sheet			0.5	5	Beginning of next class
HW 6C	Webclass (includes quiz on readings)			2	5	Before next class
Total Week 6		4	0	5.5	185	
<b>Week 7</b>						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 7A	Recap from previous week, Answer student questions, Collect time sheets.	0.5				
LEC 7B	Layout basics	0.5				
LEC 7C	Introduction to desktop publishing software	1				
IC EX 7A	Desktop publishing software exercises	2			50	End of Class
HW 7A	Readings (30 pages) Evaluated by HW 7D			3		Before next class
HW 7B	Create design statement for 4-page brochure, Fill in time sheet			1.5	5	Beginning of next class
HW 7C	Create thumbnails for 4-page brochure			4		Beginning of next class
HW 7D	Webclass (includes quiz on readings)			2	5	Before next class
Total Week 7		4	0	10.5	60	
<b>Week 8</b>						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 8A	Recap from previous week, Answer student questions, Collect time sheets and design statements.	0.5				
LEC 8B	Evaluate and choose thumbnail for 4-page brochure.	0.5				
LEC 8C	Continue desktop publishing software introduction	0.5				
IC EX 8A	Create 4-page brochure	2.5			80	Week 9
HW 8A	Readings (30 pages) Evaluated by HW 8C			3		Before next class
HW 8B	Fill in time sheet			0.5	5	Beginning of next class

HW 8C	Webclass (includes quiz on readings)			2	5	Before next class
Total Week 8		4	0	5.5	90	
<b>Week 9</b>						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 9A	Recap from previous week, Answer student questions, Collect time sheets, Collect 4-page brochure.	0.5				
LEC 9B	Interactive PDFs using desktop publishing software.	1				
IC EX 9A	Evaluate and compile work for LASA 2, Convert analog images to digital as needed.	2				Week 10
EXAM 9A	Exam covering weeks 1-9	0.5			80	Half-hour for exam
HW 9A	Readings (30 pages) Evaluated by HW 9C			3		Before next class
HW 9B	Fill in time sheet			0.5	5	Beginning of next class
HW 9C	Webclass (includes quiz on readings)			2	5	Before next class
Total Week 9		4	0	5.5	90	
<b>Week 10</b>						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 10A	Collect time sheets, Students present final project.	0.5				
EXAM 10A	LASA 2, Interactive PDF (in-class assessment)	3.5			200	End of Class
		4	0	0	200	

## Course Hours Summary

Week	Topic	LEC Hours	LAB Hours	HW Hours
1	Compositing, Layers, Selections	4	0	11.5
2	Color Modes: RGB vs. CMYK, Blend modes	4	0	11.5
3	Layers and Masks	4	0	10
4	Channels, Layer Styles, Content-aware tools	4	0	10.5
5	LASA 1	4	0	9.5
6	Advanced Compositing, Typographic Effects	4	0	5.5
7	Adjustment Layers	4	0	10.5
8	Advanced Pen Tool	4	0	5.5
9	Smart Objects	4	0	5.5
10	LASA 2	4	0	0
Total		40	0	80

## Table/Point Breakdown

Assignment Type	Possible Points	Percentage of Grade
Webclass Quizzes	45	5%
Graded Timesheets	110	11%
Midterm LASA	175	18%
Final LASA	200	20%
Written Exam	80	8%
Exercises	150	15%
Projects	240	24%
Total	1000	100%

## Your Grades for this Course

Your final grade for this course will be based on an assessment by the Instructor of your performance on a number of course activities, which may include objective tests, classroom exercises, laboratory demonstrations, project papers, or other types of activities. The chart below indicates in what activities you will engage, how many possible points can be earned for each activity, and the percentage of your final grade that will be accounted for by each activity.

Students in this course should be graded following Coleman University assessment practices and policies. A point system is used in the University to indicate student performance on various required activities or projects. For this course, it is recommended that points be distributed as follows:

### Coleman University Grade Assignment Policy:

The Coleman University guidelines for the assignment of grades to total points earned is as follows:

Percent	Letter Grade	Grade Points
94-100%	A	4
90-93%	A-	3.67
87-89%	B+	3.33
84-86%	B	3
80-83%	B-	2.67
77-79%	C+	2.33
74-76%	C	2
70-73%	C-	1.67
67-69%	D+	1.33
64-66%	D	1
60-63%	D-	0.67
0-59%	NC	0
N/A	I	0
N/A	W	0
N/A	AU	0
N/A	TR	0
N/A	WV	0
CR =Credit, NC = No Credit, I = Incomplete, W = Course Withdrawal, AU = Audit, TR = Transfer Credit, WV = Waiver		

## **Requirements**

**Assignments:** All assignments (including projects, lab work, quizzes and exams) must be  
1-24 hours after due date = 20% off point value  
25-48 hours after due date = 60% off point value  
49+ hours after due date = No points given

If an assignment equals less than 5 points, no points will be given for late work. If there are extenuating circumstances, the student must submit a written explanation to the department Senior Instructor. Upon evaluation, points will be given according to the Senior Instructor's discretion.

## **Coleman University Policy on Academic Dishonesty:**

Academic dishonesty is cause for dismissal from Coleman University. Presenting another person's ideas, methods, course work, or test answers with the intention that they be taken as one's own is theft of a special kind. It defrauds the originator of the work, the institution, its graduates, its students, and its future students.

The student has full responsibility for the authenticity of all academic work and examinations submitted. A student who appears to have violated this policy must submit to a hearing with the reporting instructor and the associate dean. If it is determined that a violation occurred, the matter will be referred to an Officer of the University with recommendations for an appropriate penalty. The student may be dismissed, suspended, or given another penalty.

Coleman University employs the plagiarism software known as Turnitin. Students are expected to use this tool in an appropriate manner with the sole purpose to support their own academic endeavors at Coleman University. Turnitin account information can not be shared with anyone. Contact your instructor if you have any questions about plagiarism related issues.

## **Academic Accommodation / Adjustment Policy:**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Coleman University offers accommodations to students with documented physical, psychological, and/or cognitive disabilities. Coleman University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to offer equal educational opportunities to qualified disabled individuals.

To qualify for an academic accommodation under ADA, the student must provide adequate documentation of a disability. Students seeking academic accommodations should contact the campus ADA Coordinator at 858-966-3953 or via email at [ada@coleman.edu](mailto:ada@coleman.edu). The ADA Coordinator will review the documentation provided and verify ADA coverage. Students covered under ADA must meet with the ADA Coordinator at the beginning of every term to determine the appropriate academic accommodations. Failing to meet with the ADA Coordinator at the beginning of every term may impact the availability of accommodations.

After the academic accommodations have been determined, the students' instructors will be notified by the ADA Coordinator. If any problems or concerns regarding the provision of accommodations occur, the student must inform the ADA Coordinator. If the student feels accommodation is not being made appropriately, the student may follow the published Student Grievance Procedures.