South Central College
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GCC 1120 — Graphic Software 1

Course Description: This course will be taught in a hands-on atmosphere learning the basics of a page layout software, vector software and raster software. Students will learn the tools, menus and panels within each of the softwares, and integrate the use of all the softwares for photographs, graphics and layout applications. Students will prepare projects for both print and web environments. (Prerequisites: None)

Prerequisites: None

Credits: 4 Credits/1 lecture, 3 lab — this equals a total of 7 hours worth of time per week

Text and References: Hand-outs may be made available to you.

Tools: Flash Drive

Student Contributions: This is a hands-on course so attendance is crucial — it's imperative you attend class and work in the lab on your assignments. Additional time outside of the class (approximately 2-3 hours per week) may be necessary to complete the course requirements and projects.

Course Schedule: Course meets Tuesdays and Thursdays from 1-2:50 p.m. The lecture/demonstration portion of the course will occur at the beginning of most sessions.

Course Evaluation — Percentage Grading:

97 - 100%. . . . .A	93 - 96% . . . . . A-	
90 - 92 % . . . . .B+	87 - 89% . . . . . B	83 - 86% . . . . . B-
80 - 82%. . . . . C+	77 - 79% C	73 - 76% . . . . . C-
70 - 72%. . . . . D+	67 - 69% . . . . . D	63 - 66% . . . . . D-
Below 62%. . . .F		

- Students will be graded on the completion of projects, quizzes, in-class assignments / assessments, written/applied finals and class attendance. Projects are assigned with deadlines and are graded on specific attributes as listed on each assignment sheet. You will be graded on the quality of your work.

Missing Deadlines

- A project is due **complete** according to the assignment sheet or it is considered late. If a deadline for a project is missed, there will be a reduction of one full grade on that project.
- If a late project is not handed in within a week of the original deadline, a 0 will be given for that project. Example: if a project was due on Thursday, it must be turned in by the end of the day the following Wednesday to receive the reduced points. Exceptions will be made for excused absences. It is **your responsibility** to make arrangements with the instructor and **complete the Assignment Extension Form for each late assignment.** This form must be completed before (or close to) the initial assignment deadline, not the reduced point deadline.
- If you are granted an extension on an assignment, you need to keep up with current assignments and deadlines, as well as managing your time to make up the assignment(s) you missed. At some point in time you need to "double up" on work.

Attendance: Attendance will be taken at the beginning of each session — it's imperative you're on time for attendance. If you have to be absent, you will be expected to call or email me **prior to class** for your absence to be excused, just as you would on the job. Failure to contact me will result in an unexcused absence. Each unexcused absence will result in one full grade reduction on the project currently being worked on.

- If you have an unexcused absence on a test day, you will not be allowed to make up that test, and do not expect the Instructor to fill you in, or give you any of the handouts that support the lecture/demonstrations missed.
- For a prolonged absence, you'll need a written excuse such as a doctor's slip. That's what would be required of you on the job. In the event of a prolonged excused absence I will work with you on prioritizing your assignments.

- If there are any extenuating circumstances in your life, I'll work with you as much as possible. **It is your responsibility to communicate with me, as your instructor, in a timely manner.**

Use of Classroom Time and Equipment: Students will be expected to use our class time and facilities for Graphic Communications projects. This is not the time to work on general education class projects.

Classroom equipment is not to be used for production or printing of freelance projects. Some exceptions can be made. Check with the Instructors.

Copyright Infringement: Students will not copy graphics, photos, music, type or any material from the internet, CDs or DVDs. With some online searches, students can find many free royalty free websites that supply images and music. Some sources for photos and vector artwork available to students are GettyImages.com and creativecommons.org. GettyImages requires an instructor login to the site for student use.

Music, Food, and Beverage: Students can listen to music with ear buds (keep the volume down). Ear buds must be removed when the instructor is speaking.

No meals are to be consumed in the labs. Students can consume covered beverages and snacks in the lab. The room must be kept clean of trash or this privilege will be revoked.

Student Labs: The room and your work areas are expected to be kept neat and clean. Don't leave papers or wrappers laying on the tables or the floor. Children will not be brought into the classrooms and labs.

Phones: Phones must be turned off in the classroom. Phones are not be used during lecture/demonstrations, this includes texting.

Language/Graphics: No inappropriate language or pictures displayed on clothing, desks, on the computers or anywhere in the room.

Cheating/Academic Dishonesty: Copying of projects and tests will result in failure on that project. A notation will be made in the students file. However, students are encouraged to help each other on projects. One of the great things about this program is that we all learn from each other.

See SCC's Academic Dishonesty Policy at http://southcentral.edu/academic-policies/academic-dishonesty.html

Professionalism: We're striving for professional-looking work that would be acceptable to our customer and colleagues in industry. If your work does not meet this expectation — please don't bother turning unprofessional work in to me. I will not grade substandard work.

Disability Disclaimer: *South Central College strives to make all learning experiences as accessible as possible. If you have a disability and need accommodations for access to this class, contact the Academic Support Center to request and discuss accommodations. North Mankato: Room B-132, (507) 389-7222; Faribault: Room A-116, (507) 332-7222. Additional information and forms can be found at: www.southcentral.edu/disability This material can be made available in alternative formats by contacting the Academic Support Center at 507-389-7222.*

Safety/Hazardous Material Disclaimer: *Students will demonstrate safe work habits, use protective safety equipment and have access to Right-to-Know information within lab areas that deal with potentially hazardous material.*

Institutional Core Competencies:
Critical and Creative Thinking — Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

Course Competencies: The following list of course competencies will be addressed in the course. These competencies and goals are directly related to the performance objectives.

1 Demonstrate industry-related work ethics and habits.
   a. Maintain clean work area and be responsible for weekly cleaning assignments.
   b. Develop ethical habits for working in a digital environment.
2 Develop basic established industry principles while working with all software packages.
   a. Articulate the purpose and appropriate usage of each software.
   b. Organize folder and file structures in alignment with industry standards.
   c. Name folder and file structures according to naming conventions.
3 Utilize the network for saving files in the proper locations.
   a. Explain the hierarchical method of folders and files.
   b. Save files and supporting documents as instructed.
   c. Back up folder and files on a continuous basis.
4 Setup the various software packages' workspace environment.
   a. Utilize document creation functions and preference settings.
   b. Differentiate among menu items and all floating panels within each software.
   c. Utilize common panel shortcuts.
5 Create New Documents in each software.
   a. Change documents settings specific to each project.
   b. Save common document settings as a specific preset.
6 Utilize the selection tools in each software package.
   a. Differentiate the controls and purpose among the selection tools within each software.
   b. Manipulate text and graphic frames, lines, basic shapes and individual graphics / graphic selections.
   c. Use various selection tools for isolating specific areas within a graphic.
7 Utilize the various drawing tools in each software.
   a. Differentiate among the drawing tools and the options available within each tool.
   b. Manipulate the controls of the various drawing tools.
   c. Create new strokes and patterns of the various tools.
8 Utilize various character settings to control typographic features in each software.
   a. Use various fonts and type sizes available.
   b. Manipulate the character attributes of type.
   c. Manipulate spacing of type such as white space, leading, kerning and tracking.
   d. Use glyph, drop cap, special characters and slanted text features.
   e. Create layouts utilizing various character settings.
9 Explain the functions of the various type tools in each software.
   a. Create text frames and text paths with various type tools.
   b. Select and highlight text insertion point.
   c. Use editing features such as copy, paste and cut.
   d. Manipulate text frame features such as columns, frame insets, vertical alignment, etc.
   e. Create outlines of type.
10 Explain the functions of the various transformation tools in each software.
   a. Utilize the various transformation tools such as scaling, shearing, rotating and cropping.
   b. Manipulate images and image frame with transformation tools such as scaling, rotating, cropping, etc.
11 Explain the functions of the various modification and navigation tools in each software.
   a. Use the modification and navigations tools to efficiently move around your project.
   b. Utilize keyboard shortcuts with these tools to work more efficiently within each software.
   c. Use tools to change document views.
12 Use the various grids and guides in each software.
   a. Manipulate and use rulers, margin, column and all other guides.
   b. Show, hide and lock guides.
   c. Change preference settings of specific guides to customize the work environment.
13 Import various graphical images.
   a. Place images into the page layout.
   b. Differentiate between the selection and direct-selection tool while working with images.
   c. Explain the importance of maintaining proportional graphics when placing into document.
   d. Size raster graphics to place at 100% in the page layout.
14 Manage image links in each software.
   a. Explain the importance of linking graphics within a page layout.
   b. Organize file and folder structure for links of each page layout.
   c. Update, relink and edit graphical links.
15 Use the color panel and swatches panel to control color in each software.
   a. Add, delete, and edit color swatches panel.
   b. Differentiate among the various color models and matching systems-RGB, CYMK, Spot, etc.
   c. Utilize the stroke and fill tools to apply the proper color elements for various items on layout.
   d. Utilize foreground/background colors.

16 Utilize image editing tools and panels to enhance various graphics.
   a. Work within the various color modes - RGB, CMYK, Lab, etc.
   b. Utilize various filters, blends and special effects to create desired graphic.
   c. Differentiate among tools, panels and menu items to enhance graphic.
17 Create various layouts.
   a. Develop composite layouts.
   b. Demonstrate skills for working with vector and raster graphics.
   c. Demonstrate skills for working with text and graphic layouts.
   d. Demonstrate appropriate resolution for print and web graphics and layouts.
18 Output files to various printing devices.
   a. Utilize the Print Preferences for outputting files.
   b. Work within softwares for print settings and proper outputs.
   c. Load paper, ink cartridges and toner cartridges as necessary to the various printers.
   d. Operate the high-end output devices.
19 Export original file to various file formats within software packages.
   a. Manipulate the settings for appropriate file creation.
   b. Differentiate among the various settings for specific file format type.
20 Explore interactive features within the various software packages.
   a. Illustrate movement of graphics and shapes within an animation.
   b. Illustrate movement of type within an animation.
   c. Produce interactive objects and fields.

Spring Semester 2019 Final Exam Schedule — May 8-15, 2019

Wednesday, May 8, 2019
All day classes that meet one time per week on Wednesdays: examination time is regularly scheduled class meeting time

Thursday, May 9, 2019
All day classes that meet one time per week on Thursdays: examination time is regularly scheduled class meeting time

Friday, May 10, 2019
All day and evening classes that meet one time per week on Fridays: examination time is regularly scheduled class meeting time

Saturday, May 11, 2019
All classes that meet one time per week on Saturdays: examination time is regularly scheduled class meeting time

Monday, May 13, 2019: All day classes with initial weekly meeting of Monday at an even hour:
Class Period / Examination Time
8:00 – 8:50 a.m. / 8:00 – 9:50 a.m.
10:00 – 10:50 a.m. / 10:00 – 11:50 a.m.
12:00 – 12:50 p.m. / 12:00 – 1:50 p.m.
2:00 – 2:50 p.m. / 2:00 – 3:50 p.m.
4:00 – 4:50 p.m. / 4:00 – 5:50 p.m.
All evening classes with weekly meeting on Mondays after 5:00 p.m.: examination time is regularly scheduled class meeting time

Tuesday, May 14, 2019: All day classes with initial weekly meeting of Tuesday:
Class Period / Examination Time
8:00 a.m. / 8:00 – 9:50 a.m.
9:00 a.m. / 9:00 – 10:50 a.m.
10:00 a.m. / 10:00 – 11:50 a.m.
11:00 a.m. / 11:00 – 12:50 a.m.
12:00 noon. / 12:00 – 1:50 p.m.
1:00 p.m. / 1:00 – 2:50 p.m.
2:00 p.m. / 2:00 – 3:50 p.m.
3:00 (or 3:30) p.m. / 3:00 – 4:50 p.m.
4:00 / 4:00 – 5:50 p.m.
All evening classes with weekly meeting on Tuesdays after 5:00 p.m.: examination time is regularly scheduled class meeting time

Wednesday, May 15, 2019: All day classes with initial weekly meeting of Monday at an odd hour:
Class Period / Examination Time
9:00 - 9:50 a.m. / 9:00 – 10:50 a.m.
11:00 - 11:50 a.m. / 11:00 – 12:50 a.m.
1:00 - 1:50 p.m. / 1:00 – 2:50 p.m.
3:00 - 3:50 p.m. / 3:00 – 4:50 p.m.
All evening classes with weekly meeting on Wednesday after 5:00 p.m.: examination time is regularly scheduled class meeting time

Thursday, May 16, 2019 will be used for rescheduling examination days cancelled due to weather or other occurrences.