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## Course Outline for VCOM 48

### INTRO TO A DESIGN STUDIO

Effective: Fall 2009

#### I. CATALOG DESCRIPTION:

VCOM 48 — INTRO TO A DESIGN STUDIO — 0 units

A self-paced basic skills tutorial course introducing software, hardware and peripheral equipment available in a design studio. Emphasis is placed on navigating the desktop, server and back-up media cross-platform, (Apple and PC operating systems); using and saving documents and folders to industry standards; downloading and saving images from a camera or reader; and accessing fonts and "Help" if unassisted.

#### Grading Methods:

#### Discipline:

	<b>MIN</b>
<b>Total Hours:</b>	<b>0.00</b>

#### II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 2

#### III. PREREQUISITE AND/OR ADVISORY SKILLS:

#### IV. MEASURABLE OBJECTIVES:

**Upon completion of this course, the student should be able to:**

- A. Turn on and turn off computers in a design studio lab;
- B. Access and navigate the computer desktop and server, cross-platform, at the most basic level;
- C. Access, launch, save and back up documents and folders created when using industry standard software.
- D. Access, check out and use design studio peripheral equipment (e.g., scanner, tablet and stylus, printers, etc.);
- E. Insert, back up to, and eject removable media;
- F. Download, save, back up to and access images from a digital camera or card reader;
- G. Save to industry-standard file formats and extensions at the most basic level;
- H. Access, use and back up fonts, cross-platform, at the most basic level;
- I. Access "Help" by querying software related texts, tutorials and manuals, online help, and web-based or CD-ROM tutorials in order to obtain technical advice if unassisted.

#### V. CONTENT:

- A. How, when and why to turn computers on and off
  1. How: Demonstrate Start Up and Shut Down on Mac and PC.
  2. When: At beginning of each work session turn on or restart computer.
  3. Why: Specialized software, "DeepFreeze", starts all computers and software applications as if they were "fresh out of the box."
    - a. Restart refreshes RAM ("buys back memory").
    - b. Shut down at end of every session is both a courtesy and good practice before leaving work.
- B. Navigate the desktop, cross platform
  1. About studio computers (Mac and PC)
  2. About operating systems: OSX (Tiger) and Windows
  3. Cross-platform similarities
- C. How to access and use the server
  1. Menu item to use to access server
  2. Password
- D. Industry standard file management
  1. Name and maintain files/folders in an organized manner.
    - a. Naming conventions for work folders, e.g., "client or project name\_date"
    - b. Naming conventions for work documents, e.g., "concept1.ai", "concept2.ai", etc.; "rough1.ai", "rough2.ai", etc; "proof1.ai"; "final\_date.ai"; "final\_date.pdf"
  2. Document format extensions (e.g., .ai, .psd, .indd, .doc, eps, .html, .jpeg)
  3. For web: use lower case only, no spaces or special marks
- E. Folders: How to create, use, save, copy and backup
  1. On server
  2. On desktop
  3. On removable media
- F. Documents: How to create, use, save, copy and backup
  1. On server
  2. On desktop
  3. On removable media
- G. Access and check out studio peripheral equipment

1. Scanner hardware and software
2. Save and access scanned images
3. Stylus tablet
4. How, what and when to print to the B&W laser printer
5. Place a color print order
- H. Insert, access, back up to, and eject removable media
  1. Individualized demonstration for variety of possible media
- I. Fonts
  1. About OpenType, PostScript, True Type and Bitmap fonts
  2. How to access OpenType fonts for use in the studio or home
  3. How to copy OpenType fonts to use for homework
  4. Overview fonts located on Mac and PC
- J. How to get assistance when an instructor or lab assistant is unavailable
  1. Help in all programs and OS
  2. Software-related texts, tutorials, manuals
  3. Online help, and web-based or CD-ROM tutorials

#### VI. METHODS OF INSTRUCTION:

- A. Computer lab time with instructor, lab assistant and cooperative peer support
- B. Self-paced tutorials presented in handouts and online

#### VII. TYPICAL ASSIGNMENTS:

A. Tutorial: Access, use, save, name and backup an Illustrator document with shapes in native format 1. Turn on computer. 2. Access the server. 3. Insert removable media into the computer. 4. Copy assignment document from course assignment folder to desktop. 5. Open assignment document from desktop (double-click on its icon). 6. Follow directions in document to highlight each shape and paint each shape a different color. 7. Follow directions in document to highlight each shape and stroke each outline a different color. 8. Rename and save document as a native Illustrator file on desktop (name it: "yourlastnameshapes" and use correct extension). 9. Copy completed document to your folder on the server and back up on your removable media. 10. Quit application you are using. 11. Eject removable media. 2. Tutorial: Access, use, save, name and backup a Photoshop document with shapes in native format 1. Turn on computer. 2. Access the server. 3. Insert removable media into the computer. 4. Copy document from course assignment folder on server to desktop. 5. Launch assigned software per handout. 6. Open copied file from desktop using Menu item, File> Open (navigate dialog box to point to document on desktop). 7. Follow instructions in file to create an image. 8. Rename and save document as a native Photoshop file on desktop (name it: "yourlastnametext" and use correct extension). 9. Copy completed document to your folder on the server and back up on your removable media. 10. Quit application you are using. 11. Eject removable media

#### VIII. EVALUATION:

##### A. **Methods**

1. Exams/Tests
2. Lab Activities
3. Other:
  - a. Methods:
    1. Reading and working from self-paced tutorials, reader
    2. Observation through hands-on lab work
    3. Hands-on final exam administered by instructor

##### B. **Frequency**

1. Frequency:
  - a. Weekly drop-in lab sessions
  - b. Final exam
2. Examples:
  - a. Observe through hands-on lab work and final exam:
    1. ability to turn on and turn off all computers in the studio lab;
    2. ability to access and navigate the computer desktop and server, cross-platform at the most basic level;
    3. ability to access, launch, save and back up documents created in Adobe Illustrator CS2, Photoshop CS2 at the most basic level, or Microsoft Word, to the desktop or any mounted drive, cross-platform;
    4. ability to access, check out and use studio peripheral equipment (scanner, tablets, printers, etc.);
    5. ability to insert, back up to, and eject removable media;
    6. ability to download and access images from a digital camera or card reader;
    7. ability to save documents with appropriate file formats and extensions at the most basic level;
    8. ability to access, use and back up studio lab OpenType fonts, cross-platform, at the most basic level;
    9. ability to access "Help" by querying software related texts, tutorials and manuals, online help, and web-based or CD-ROM tutorials in order to obtain technical advice.

#### IX. TYPICAL TEXTS:

1. Provided Handout: VCOM 48 Acrobat document
2. Online Help available in all applications and on the Mac desktop

#### X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. USB memory stick, RW/CD, or other appropriate removable media (e.g., iPod).
- B. Required list of supplies to complete all of the assigned studies.