

**Course
Syllabus**

**Introduction
to Graphic
Design 305
Software**

Binghamton University

Arts 305 Introduction to Graphic Design Software

Instructor: Cindy Blackman
Days/Hours: Mondays and Wednesdays:
Section 1 – 1:10 pm - 4:10 pm
Classroom: Science Pod 3 (West Pod) Macintosh Lab
Office Hours: call/email for appointment*
email: blackman@binghamton.edu
Phone: 607-748-8748

Class Description:

Arts 305 is a course designed to introduce students to basic computer skills on the Macintosh platform and three of the graphics industry standard programs: Adobe Illustrator, Adobe Photoshop and Adobe InDesign. Format and content may change depending on students' needs and input. Basic topics covered will include internet use, file formats, graphics terminology, and the Macintosh operating system. Using specific software we will explore photo manipulation and montage, computer illustration and electronic layout. When the course is completed, students should feel comfortable using the Macintosh, navigating the web and using software as a tool to help convey their ideas.

This course has been designed to support and expand upon Arts 210, 310 and 410. In the event that you are having trouble with the software used to complete your studio arts projects, let the instructor know and individual instruction will be made available.

Support will be available only for the Macintosh platform and the software listed above. Students will be expected to work either in the Macintosh computer labs or on their own Macintosh computers. Using other formats and other software to do projects is unacceptable and will be graded accordingly.

Students will be graded on project proficiency and application tests.

Organization:

This is a lecture and lab class. During the first half, applications and techniques will be demonstrated, followed by student practice sessions where any questions/problems can be addressed. Three applications will be covered in this order: Adobe Illustrator CS3, Adobe Photoshop CS3, and Adobe InDesign CS3. These will be taught and supported for the Macintosh OSX environment only. This is an introductory level class intended to support the design concepts and principles learned in Arts 210, 310, and 410. Final projects and tests will be submitted for all three applications with a final exam at the end of the semester.

Prerequisite: ARTS210

Course Objectives:

- To introduce students to the Macintosh operating system as a tool in the design process
- To introduce students to the three industry standard design applications
- To teach students a digital, online workflow method
- To provide students the opportunity to practice computer skills learned and apply them to real projects

Required Supplies:

- Note Pad
- Flash Drive (minimum of 2GB)
- 10 CD's or DVDs to turn in projects
- Ear buds or headphones
- Subscription to lynda.com - MANDATORY

Instead of required books, students will sign up for a video subscription through lynda.com. This video subscription will supplement your instruction. All students must sign up for this subscription by the second class. Failure to do so will result in dismissal from class until subscription is obtained. If there is a problem with this requirement, please notify the instructor before the 2nd class.

INSTRUCTIONS FOR LYNDA.COM SIGNUP

- In any web browser go to: <http://www.lynda.com/edu-media/studentlogin.asp>
- Enter the number for Class Code (I will email to you), hit "Continue"
- Go to your name on the list and hit "Signup Now"
- Under New Members, hit "continue"
- Under Step 3, hit "Click here to signup now"
- Enter billing, email and credit card information to complete registration
- You must have a credit card to be able to charge the one time fee

* Any questions or problems signing up, please let the instructor know before the second class.

Grading:

- Sample projects due in each of three applications. Graded as Pass/Fail
- Final project due in each of three applications. Graded by percentage.
- Final test due in each of three applications. Tests will include multiple choice and practical. Graded by percentage.
- Final exam at end of semester covering everything. Graded by percentage.

Students will be graded on project proficiency and application tests. All assignments and grades available through Blackboard system.

Attendance:

Missing 4 classes will result in the deduction of one letter grade from the total grade.

General Rules:

- Bring all required tools and materials to class.
- No guests without prior approval from the instructor.
- No distracting noise that might disturb classmates.
- No cell phones, Ipods or MP3 players allowed during class time.
- No unnecessary materials, or garments on the work tables during class.
- No food or drink in the classroom (leave the room for a short break if necessary).
- Clean your work space before leaving for the day.
- Before leaving, copy your files to your folder on the server and backup on appropriate device.

Expectations:

- Be on time.
- Be prepared. When projects and due dates are assigned, they are due when stated.
- Ask questions. If you don't understand or have something constructive to contribute, speak up.
- Proof everything. There is no excuse for mis-spelled words or bad grammar. This is a college-level course and professional correspondence is expected whether it's an email message or project.
- Explore your world. You can't create in a vacuum.

* If you need to meet with me outside of class, plan to email or phone me and arrange a mutually convenient meeting time.

Should you have any concerns or questions on the above, please feel free to discuss them with me.

Lab Times:

Science Pod 3, Macintosh lab area is available for working on projects: see sheet on door for lab times.

Fine Arts 327 lab is available anytime. You need to go to Security with your building pass and get the key.

I can be available to meet students at any of these lab times for additional help.

Schedule:

This class semester is divided into three sections, each approximately 8-9 classes, covering; Adobe Illustrator, Adobe Photoshop, and Adobe InDesign. The last class in each section will be reserved for that section's test and turning in that section's final project.