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**COURSE SYLLABUS ~ GRAPHIC DESIGN AND ILLUSTRATION
ARTC 1302 ~ DIGITAL IMAGING I (PHOTOSHOP)
FALL 2021**

**In conjunction with Houston Community College – Dual Credit
Career and Technical Education Department (CTE)
S. P. Waltrip High School
1900 West 34th Street ~ Houston, Texas 77018**

Instructor:	Ms. Grimm
Contact information:	jgrimm@houstonisd.org ~ Office Phone (713) 688-1361, Ext 015209 Google Voice 832-930-2879
Room	1115
Office Hours:	Daily 3:25 – 4:10
Prerequisite:	Principles of Information Technology
Dual Credit Hours	6 transferable hours from HCC
Certification:	Microsoft Word Expert and Adobe

Course Description

In Graphic Design and Illustration, students will analyze and assess current and emerging technologies, while designing and creating multimedia projects that address customer needs and resolve a problem. Students will implement personal and interpersonal skills to prepare for a rapidly evolving workplace environment. The knowledge and skills acquired and practiced will enable students to successfully perform and interact in a technology-driven society. Students will enhance reading, writing, computing, communication, and critical thinking and apply them to the IT environment. Understanding computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector-based graphics, and interactive multimedia

Textbook

Adobe Photoshop Classroom in a Book

Materials

Pen, Pencil, Paper, External USB/FW Hard drives

Attendance and Participation

Attendance and participation are required; new material is being presented daily as well as collaborative activity projects. It is your responsibility to see me, check the board/HUB or check with a partner if you are absent from class.

Tutorials

Tutorials are offered on Tuesday and Wednesday morning.

Grading System

In class projects/assignments	30% of your final grade
Textbook Lessons	37.5% of your final grade
Class participation	7.5% of your final grade
Midterm/Final Project	15% of your final grade
Final Exam/GMetrix Test	10% of your final grade

Late Work:

Assignments that are not turned in on-time are considered late work. A late assignment will not receive full credit; 20 points will be deducted initially and 10 each week.

Instruction Methods, Students Assignments and Assessments

Face to Face and Web-enhanced - Problem Based Learning

A variety of instructional methods are used throughout the semester to enhance PBL. The course will be taught using a Problem Based Learning (PBL) format. Students in groups work through real-world problems with the goal of learning how to apply software development techniques, find and evaluate information about programming technologies, and communicate ideas and information about software development to others. Examples may include class discussions, lectures, readings, group projects, internet searches, and presentations. Discussion is the primary way in which students come to understand a concept. Discussion is both large group and small group and is usually student led, but are sometimes conducted online through HUB Discussion threads. Cooperative learning groups are also used extensively in this class. Projects/Assignments will be done individually as well. Assignments, projects and web-enhanced activities have been developed to guide your learning and concept development as an intro level programmer. As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge and opportunities for critical thinking and applications as appropriate.

Student Expectations

As a student wanting to succeed at your academic and career endeavors, it is your responsibility to do the assigned readings, submit assignments on time, and participate in discussion forums and other activities. Please be respectful of yourself and peers, come to class prepared and on time. Clean up after yourself and remain seated until the bell sounds.

Students are required to take multiple GMetrix practice training and take practice tests during the semester to prepare for Adobe Certipoint Professional exam. One GMetrix practice test selected by the instructor is the Mid-Term exam and Adobe Certipoint Professional exam is the final exam for this course. Additional details regarding Adobe Certipoint Professional exam will be announced in the class and/or posted on Eagle Online Canvas. Assignments, projects, and web-enhanced activities have been developed to guide your learning and concept development as a designer. To better understand a topic/concept, you will be given assignments on key information that you will need to remember for your success in your career in graphics design. As you learn new concepts and application, you will apply the knowledge to your Final Project. Working on assignments/project is an integral part for the

course. All assignments/projects are due on the day noted unless otherwise announced in class. Assignments may be completed in class or lab. Those having their own computer and pertinent software may work on assignments at home as well. However, class participation is still required, and students are advised to attend class regularly. The assignments must be completed on software programs used in class. Do not make substitutions. Note: Original working files are **REQUIRED** for **ALL** projects along with the submission of files as instructed.

SCHEDULE OF CLASSES:

Following is a tentative outline of discussion topics and class assignments for the semester. This schedule is subject to change. The instructor reserves the right to change the assignments, projects and dates as deemed necessary. You will be informed of any changes. Updated information will be posted online on the HUB.

Fall Semester

First - Six Weeks

- MS Word
 - Microsoft Office Certification Test
 - Manage Documents and Templates
 - Prepare Documents for Review
 - Manage Document Changes
 - Perform Advanced Editing and Formatting
 - Create Styles
 - Create and Manage Indexes
 - Create and Manage References
 - Manage Forms, Fields, and Mail Merge Operations
 - Create and Modify Building Blocks, Marcos, and Controls
 - Create Custom Styles Sets and Templates
 - Prepare a document for Internationalization and Accessibility

Second - Six Weeks and Third – Six Weeks

- Photoshop
 - Overview of Design application - elements of design, principles of design, designing for the client, design stages, typography, and imagery.
 - Digital Imaging (Working with Raster Graphics)
 - Copyright Laws and Regulations
 - Working with the program menus, editing using menus & shortcut keys
 - View options – Using rulers and grids
 - File formats & extensions (Working graphics versus exported/optimized/Flattened graphics)
 - Importance of graphic cards and system needs for Digital imaging programs
 - Understanding screen resolutions and unit measurements for print versus web/multimedia
 - Imaging Resources (Public Domain, the e-Library, etc)
 - Importing images into your computer via Scanners and digital cameras
 - Create, Resize, & Edit Images
 - Design basics – Hue, Saturation & Value; Contrast, visual communication via the use of digital graphics
 - Computer Illustration (Working with Vector Graphics)

Final Exam Week

Syllabus Modifications The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.