GRA 140 Publication Design -- Syllabus
Three Rivers Community College, Spring Semester - 2016
CRN#11330   Tue/Thu 2:30pm – 3:45pm   Room E-114

Instructor: Kevin Amenta
Email: kamenta@trcc.commnet.edu
Office Hours in C-136:   Tuesday 4:30-6pm & Wednesday 2-3:30pm or by appointment.

CATALOG COURSE DESCRIPTION
This computer course provides an overview of applications used in the field of Graphic Design: Photoshop, Illustrator, InDesign and Acrobat Pro. Students also learn file management and computer navigation basics including scanning software. Students study page design, typography, and image editing. Emphasis will be on the use of computer for writing, editing, imaging and publication design. Students will read and report on graphic design topics.

LEARNING OUTCOMES The course goal is for students to:
- ✓ Develop a working knowledge in software applications used in the field of Graphic Design including Adobe Photoshop Illustrator, InDesign and Acrobat Pro.
- ✓ Learn file management and Mac computer navigation basics.
- ✓ Study page design, typography and image editing for publication design.
- ✓ Learn about digital plagiarism.
- ✓ Read and report on Graphic Design topics.

Required Instructional Materials:
- ✓ The Design Collection Revealed, Botello, 2015.
- ✓ Non-Designers Design Book, Williams, 3rd Ed, 2008.
- ✓ Portable Flash drive with minimum 8gb storage capacity.
- ✓ Handouts and tutorials posted on Blackboard Learn.

Evaluation and Grading Policies:
Students will be evaluated on the basis of homework assignments, discussions, and other in-class assignments. The last assignment will be a capstone project. Points for each assignment are listed with the assignment on Blackboard and are based on a 1000 point system. Students will be expected to work on their assignments at home or in the Mac Lab every week and to turn them in by the stated deadline on the class calendar. Students should use traditional standards of correct spelling, grammar, and punctuation in all assignments and communications.

1000 point grading system breakdown:
  9% (90 points) – 9 Design Collection HW Assignments
 20% (200 points) – 11 In-Class Assignments
 21% (210 points) – 6 Design Assignments
 10% (100 points) – Graphic Design Report
 20% (200 points) – Quizzes
 20% (200 points) – Final Project

** The instructor may change the syllabus, the order of topics and/or the content of the assignments to meet the needs of the class at any point in time.

No texting, use of cell phones or emailing will be tolerated during class time. If your phone rings in class, this will result in -1 point from your *overall* grade

You will use the Mac computers for class related work ONLY! Any other instances, such as checking social media sites, are NOT allowed! In such instances you will be asked to leave class and it will result in a lower grade. Multiple instances will result in a failing grade!!!

Attendance Policy: Late assignments or make-up work is not allowed. There is NO extra-credit work! Arrangements to present projects, turn in assignments or take any tests missed because of an absence must be made with the faculty of record ***in advance*** of the absence. Projects, exercises, homework and in-class assignments which are not uploaded to Blackboard learn by the given due date will receive a zero for that assignment.

Incompletes: I traditionally do not give Incompletes. They are only assigned when there are extenuating circumstances such as illness that prevent the student from completing the coursework on time. Incompletes *must be approved by the Academic Dean.*

Withdrawal Policy: If you intend to withdraw, you must do so at the Registrar's Office by the college deadline. Non-punitive "W" grades are assigned to withdrawal requests. An instructor's signature is required after the deadline has passed. No withdrawals are permitted after the last class preceding the final exam. Students who do not officially withdrawal, but simply stop attending classes, run the risk of receiving an "F" grade for the course. Class Cancellation Policy: Information about class cancellation due to the weather can be found by Calling (860) 886-0177 or go online to: www.trcc.commnet.edu. If the instructor has to cancel class a note will be placed on Blackboard on the course home page.

Academic Integrity and Plagiarism: Plagiarism and other forms of academic dishonesty will not be tolerated and will result in an automatic failing (F) grade on the assignment for the first infraction and, should it occur a second time, an automatic failing (F) grade for the course.

Digication:
All students are required to maintain an online learning portfolio in Digication that uses the college template. Through this electronic tool students will have the opportunity to monitor their own growth in college-wide learning. The student will keep his/her learning portfolio and may continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. Student work reviewed for assessment purposes will not include names and all student work will remain private and anonymous for college improvement purposes. Students will have the ability to integrate learning from the classroom, college, and life in general, which will provide additional learning opportunities. If desired, students will have the option to create multiple portfolios.

Students with Disabilities: If you have a disability that may affect your progress in this course, please meet with a TRCC Disability Service Provider (DSP) in Room A-119 as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a DSP.

Matt Liscum (860) 383-5240	Chris Scarborough (860) 892-5751
Physical Disabilities	Learning Disabilities
Sensory Disabilities	ADD/ADHD
Medical Disabilities	Autism Spectrum
Mental Health Disabilities	

Use of Support Services: The Writing Center/TASC is located in Room C117 (next to the Library). (860) 892-5713 or (860) 892-5769. TRWritingcenter@trcc.commnet.edu.
Online tutoring: http://www.etutoring.org/

ALL ASSIGNMENTS ARE DUE BEFORE 11:59PM ON THE DUE DATE

ASSIGNMENT	POSSIBLE POINTS	DUE DATE
Assignment #1 Personal Portrait	10	Wednesday January 27
Assignment #2 What's Cooking	10	Wednesday February 3
Assignment #3 Harvest Market	10	Friday February 5
Assignment #4 Total Sportz	10	Wednesday February 10
Assignment #5 Car Ad	40	Wednesday February 17
Assignment #6 Tourism Poster	40	Wednesday February 24
Assignment #7 Window Sign	10	Wednesday March 2
Assignment #8 La Mirage	10	Friday March 4
Assignment #9 Tic Tac Toe	10	Wednesday March 9
Assignment #10 Graphics Package	40	Wednesday March 16
Assignment #11 T-shirt	40	Wednesday March 30
Assignment #12 Drop Cap	10	Wednesday April 6
Assignment #13 Four leg Wrap	10	Friday April 8
Assignment #14 Color Cover	10	Wednesday April 13
Assignment #15 Calendar	40	Wednesday April 20
Graphic Design Report	**100**	**Thursday April 14**
FINAL PROJECT	**200**	**Monday May 2**
*In addition to all assignments listed here, In-Class assignments are worth 10 or 30 points each.		