

MVROP COMPUTER GRAPHICS DESIGN SYLLABUS

Course Title: COMPUTER GRAPHICS DESIGN

Course Code/ Section #: TAGB/TAGF

Units of Credit: THIS IS A ONE-YEAR, 20 UNITS, ENTRY-LEVEL COURSE

Meeting Times/Dates: 12:45 – 2:45, Monday - Friday

Instructor Name: Dan Chase

Location/ Room #: ROP CENTER ROOM 205

Office Hours: 12:30 – 3:00 Monday-Friday

Contact Info: dchase@mvrop.org

Course Description:

Introduction to basic knowledge, skills, abilities, processes, and tools required for graphics design and multimedia production. Students will be involved in hands-on lab activities designed to help them create their own working digital portfolio to showcase their years work.

Prerequisites:

Basic computer operations or completion of Computer skills class.

Recommended 10th Grade reading level.

Supplies Needed:

- Number 2 pencil
- Three ring binder
- 3 ring Sheet Protectors for portfolio
- 2 gig or better USB drive (recommended)
- Sketch Book 8.5" x 11"

Course Objectives:

To develop knowledge of basic graphic design concepts, equipment and process and real world job work ethics and solutions. **1st quarter** study includes Adobe PhotoShop; **2nd quarter** study includes Flash; **3rd quarter** study includes Adobe Illustrator; **4th quarter** study includes Adobe In-Design. This course will introduce students to specialized graphic design tools, software, and hardware.

Required Text, Materials, Tools, Resources provided by the instructor include:

Adobe In-Design Classroom in a Book (CIB), Adobe PhotoShop (CIB), Adobe Illustrator (CIB), Flash 8 Accelerated and hardware including: digital scanners and printers.

Assignment Schedule:

Assignments and project due dates will be posted on the board behind the instructor's desk and/or on the handouts.

Grading Policy:

Grading is based on your completion of all assignments, presentations, portfolios, attendance and classroom participation and behavior. Points will be assigned to each task added together at the end of the quarter. Your final grade in the course will be based on the following:

- Assignments/Projects 25%
- Portfolio 25%
- Attendance 25%
- Participation/Behavior 25%

After your numerical grade has been determined, your letter grade will be calculated as following:

- **A** - 90-100% of the total percentage points
- **B** - 80-89% of the total percentage points
- **C** - 70-79% of the total percentage points
- **D** - 60-69% of the total percentage points
- **F** - 59% or below – no credit

Attendance Policy:

Mission Valley ROP's mission is to prepare students for employment, and career preparation via post-secondary educational opportunities. Just as in business and industry, where employees are expected to show up on time every day, Mission Valley ROP students are expected to be on time for classes every day. If your home high school has no school, a minimum day, or an optional student event that may conflict with your Mission Valley ROP class, you are still expected to attend your Mission Valley ROP class.

Make up assignments will be given for excused absences only, which include medical, legal or bereavement circumstances. Failure to complete make up assignments will adversely affect your grade. If you are tardy or miss a Mission Valley ROP class multiple times, you will lose units of credit and your grade will be adversely affected. Be advised that credits are earned by attendance only and cannot be made up.

Students must arrive on time to class. Talking on a cell phone or having personal conversation outside the class is unproductive and will be considered a tardy. Tardiness reduces instructional time and is disruptive to the classroom. Tardies may prevent the student from receiving a course certificate. Three tardies equal one absence.

Perfect attendance certificates will only be issued to students who have no absences or tardies. There are no exceptions.

In-class Events: Students are required to work in various groups to complete some class projects. Each student must individually submit each class project to the instructor.

Additional Policies and Procedures of the Classroom:

Mission Valley ROP is committed to preparing students for the workforce. This preparation includes technical skills as well as business ethics. Mission Valley ROP does not condone cheating. Any student caught cheating on an exam or copying work from other students will be given one warning and a failing grade on that assignment. Any subsequent incident will result in termination from his/her Mission Valley ROP program, a failing grade, and loss of credits.

No food or drinks (with the exception of water in clear plastic bottles) will be allowed in MVROP buildings, including classroom, lobby, hallway, and restrooms. The Student Lounge is the only room where food or drinks other than water should be consumed. Students violating this policy will receive one warning. Any subsequent incident will result in termination from his/her entire program.

Students completing this course with a grade of "C" or better will receive a Mission Valley ROP Certificate of Completion listing competencies achieved in the course."

CLASSROOM RULES

- Arrive on time and ready to work every day. Points will be deducted for tardiness.
- High School appropriate material only. No gang, alcohol, drug or explicit material.
- Everyone will treat each other with respect in the class.
- Cell phones, pagers, or other electronic devices are not permitted in class.
- Access to the Internet **ONLY** with instructors permission and **ONLY** for school work,
- No swearing, vulgar gestures or offensive material.

Cut here and return to instructor

I have read the Computer Graphic Design syllabus and understand and agree to the terms, class rules and course guidelines.

Print students name

_____ Date _____

Student signature

Print parent or legal guardian name

_____ Date _____

Parent or legal guardian signature

Parent or legal guardians contact information:

Phone: _____ Email: _____