The Art Institutes International Minnesota℠

2009 Quarter 2009 Syllabus

Course # Course Name:	**GD1400 sec G1 Computer Applications**
Meeting Times and Location:	Mondays & Wednesdays, 11:00 am – 1:50 pm, Pence 108
Instructor Name & Contact Information:	Tim Armato 612.656.6996 tarmato@aii. edu http://tma362.aisites.com/ My mailbox is in room 341, in the cubby under my last name.
Office Hours:	*Mondays, 2–3pm, Tuesdays 4–5pm, Room 329 in the LaSalle building* Please email me if you would like to set up a meeting time outside of the posted hours.
Course Description:	This course is designed to introduce students to the world of computers through lecture and laboratory sessions. Lectures will introduce the conceptual framework of computer systems and how they work, as well as implications of computer technology in our contemporary environment. The laboratory sessions will provide hand skills on a specific computer system and will teach functions within a computer environment to complete projects. (No Prerequisites)
Course Length:	11 Weeks
Instructional Contact Hours:	60 (20-lecture, 40-lab)
Credit Value:	4 Quarter Credits
Course Competencies:	• Demonstrate keyboard skills • Demonstrate use of operating systems and general computer terminology • Demonstrate use of elementary word processing, spreadsheet and data base skills • Demonstrate awareness of computer applications as they exist within students' chosen area of concentration • Demonstrate awareness of multimedia computer capabilities and applications
Required Materials:	Notebook & folder, Color Printouts, Personal storage media*: CD-R & USB Flash drive (>=256MB) or external hard drive. *DO NOT RELY ON THE NETWORK DRIVES FOR LONG-TERM STORAGE!!!
Technology Needed:	Computer access*, Storage media (see above), AiM email account. *including Adobe: Illustrator CS3, Photoshop CS3, InDesign CS3, Flash CS3, Dreamweaver CS3; Microsoft: Office 2008; Processing 1.0.3
Instructional Methods & Resources:	This course will challenge you to develop professionally-relevant knowledge and skills. Course information will be presented in many forms, including lecture, class discussion, demonstration, case studies, simulations, field projects, and studio or lab projects. Students will use library and community resources, including research and reference materials, gallery exhibitions, industry events, and guest speakers. Materials can be obtained from other libraries using the interlibrary loan program.

Estimated Homework Hours:	2–4 hours per week MINIMUM, or whatever it takes. In addition to demonstrating basic competencies, students are graded on an individual basis and are expected to show improvement over their present ability. Though some students may be able to satisfy the minimum requirements of a project during class time, demonstrating improvement and thorough understanding of concepts will require additional effort and, therefore, additional time.

STUDENT EVALUATION AND GRADING

Successful professionals require a supportive environment. In-class discussions and/or critiques of other students' work and ideas is a chance to help each other grow as conceptual and critical thinkers.

Student Evaluation:	***Course Activities***	***Points Available***
	HOMEWORK (8 assignments & 3 tests = 250 pts) You will be assigned 8 homework projects that will provide you with an introduction to a wide variety of software. The Homework component of your grade is based on timely completion and quality of the given assignments. Available points are as follows: Homework #01 – Survey: 10 points Homework #02 – [Photoshop] Portrait: 20 points Homework #03 – [Excel] Grade Book: 20 points Homework #04 – [Word & Photoshop] Photoshop Tutorial: 20 points Homework #05 – [Illustrator] Magazine Cover: 20 points Homework #06 – [InDesign] Newsletter: 30 points Homework #07 – [Powerpoint] Multimedia Presentation: 30 points Homework #08 – [Processing] Computation in Design: 30 points There is a quiz, a midterm and a final exam. No make-up tests are offered. If you cannot be in class on an exam day, you must make arrangements with the instructor to take the exam in advance of your absence. Test #01 – [week 2.2] Quiz: 10 points Test #02 – [week 5.1] Midterm Exam: 30 points Test #03 – [week10.2] Final Exam: 30 points PARTICIPATION (3 pts per day = 60 pts total) Participation grades are a function of attendance, preparedness and work ethic. This course requires active involvement in critiques, in-class exercises, and other classroom activities that usually cannot be made-up if class is missed. You are required to participate in all in-class critiques (final presentations and work-in-progress critiques for each assignment). Participation points will be based on the following criteria: Tardies, each 15min (-0.25 pts) each 60min (-1 pt) Absent (-3 pts) Failure to participate in critique or group discussion (-1 pt) Failure to bring supplies to class (-2 pts) Missing a field trip (-3 pts)	Click here to enter text.

Points Distribution	**GRADING SCALE**	
Homework = 80% Participation = 20% All assignments must be completed in order achieve a grade higher than C in the class. If a student has submitted work by the original deadline, revisions may be considered for further evaluation within one week of the original deadline. A project must be resubmitted in its entirety, and accompanied by an email explaining the changes that have been made. If I do not receive an email I will not re-evaluate the project.	**A**	**100 – 93%**
	A-	**92 – 90%**
	B+	**89 – 87%**
	B	**86 – 83%**
	B-	**82 – 80%**
	C+	**79 – 77%**
	C	**76 – 73%**
	C-	**72 – 70%**
	D+	**69 – 67%**
	D	**66 – 60%**
	F	**Below 60%**

Click here to enter text.

The academic programs at Art Institutes International-Minnesota are designed to prepare you for your future career. Your future will be wrought with deadlines and time clocks, so this class will require real world punctuality. If you are absent or late for class, you will not be able to make up points associated with in-class activities, including quizzes, tests, presentations, and critiques. Tardy students are responsible for making their presence known to the instructor at an appropriate time. (See the Attendance Policy below for more information.)

Homework and other preparatory work must be done before class meets and is due immediately at the beginning of class, unless the instructor publishes other requirements.

A WORD ON DEADLINES - It is expected that your assignments will be completed on time. Submitting work after the due date is not an acceptable practice. Any work turned in late will receive an "F". Unless otherwise stated, work is due at the beginning of the class period. Therefore, if you are late to class on a due date, your homework is late and will receive an "F". All assignments must be completed in order to achieve a final grade higher than "C". You may resubmit work that has been turned in on-time for a higher grade. A project must be resubmitted in its entirety, and accompanied by an email explaining the changes that have been made. If I do not receive an email I will not re-evaluate the project.

Because group effort may be required, attendance is mandatory. Unexcused absences will result in a lower grade. Excused absences may be permitted, but students are expected to let the instructor know in advance. If you miss a particular class, it is also your responsibility to contact a peer (or peers) to get notes and any assigned work.

You may be evaluated individually and as a member of a team on a variety of learning experiences. Different testing methods afford you diverse opportunities to demonstrate your skills and knowledge, including field assignments, tests, presentations, papers, projects, quizzes and more. Final grades will be determined by scores on your individual assignments, assessments, and classroom participation. Your final grade may also be influenced by group-based activities.

If you disagree with a grade in this course, you may take these steps:

Step 1. Make an appointment with me to discuss your situation. Bring your graded work, the assignment sheet and this syllabus to the meeting. If you feel the issue is not fully addressed, proceed to

Step 2. Submit a written appeal to me, explaining why you believe your grade is wrong. You should justify your opinion with information from the assignment sheet and/or syllabus. If you feel the issue is not fully addressed, proceed to

Step 3. Make an appointment to discuss your concerns with your Academic Director. If you feel the issue is not fully addressed, proceed to

Step 4. Submit a written account to the Dean of Academic Affairs. The written account should indicate your name, phone number, and ID#, and discuss the steps you have taken to remedy the situation. The Dean may convene an appeals committee. Be prepared to produce your graded work, the assignment sheet and this syllabus.

ACADEMIC POLICIES

Discrimination Policy

It is AI Minnesota policy not to discriminate against qualified students with documented disabilities in its educational programs, activities, or services. If you have a disability-related need for adjustments or other accommodations in this class, please contact Becky Lothe, 612-656-6866, rlothe@aii.edu, or visit Becky in Pence room 209. Any accommodations will be authorized by Becky—no exceptions.

Attendance

Regular, on-time attendance is both courteous and professional. The Art Institutes International Minnesota expects students to demonstrate professionalism by attending all classes as scheduled, arriving on time, and remaining for the full duration of the class. Outside employment should not be scheduled during class hours.

Students should be aware that even if there is no "attendance" grade per se for a class, it is difficult to succeed in class without regular, on-time attendance. Individual faculty may determine the impact, if any, of absences on grades. The Art Institutes International Minnesota supports the attendance policy for each class as it is described in the syllabus. The full AiM attendance policy is found in the Student Handbook.

Academic Dishonesty

At the Art Institutes International Minnesota, plagiarism is a cumulative offense; each act of plagiarism is documented in the student's academic record until degree completion. Violations of this policy will be handled in accordance with the disciplinary procedures outlines in the Student Code of Conduct Policy.

Examples of plagiarism include paraphrasing an original document or piece(s) of an original document and not citing the original author's name and publishing year, using direct quotes from an original document and not citing the original author's name and year, and using written documents, still or moving images, original ideas, research information, audio samples and music clips, and failing to cite the original author's name and publishing year.

Cheating is the action to deceive or alter the perception regarding the author or originator of student work and is a violation of the Student Code of Conduct. Cheating includes the duplication of written or electronic assignments, exams or documents either in whole or in part and submitted as an original piece of work; the exchange of answers with others either giving answers or receiving answers during an in-class assignment, test or exam, or take-home assignment or exam.

Typical disciplinary sanctions for a first offense of plagiarism or cheating includes automatic failure of the assignment/exam with no opportunity to re-do or make up the plagiarized/cheating work. Sanctions for the second offense include automatic failure of the course. Subsequent incidents will result is dismissal from the school. [From the 2008/09 AiM Student Handbook section on Academic Integrity, beginning on page 35.]

CLASSROOM COURTESIES AND PROFESSIONAL EXPECTATIONS

Collaboration and Communication

The learning environment should provide a business-like approach to getting the job done, so any behavior that would be deemed as inappropriate for the typical work environment will put the student at risk. Examples include disrespectful language, passive-aggressive behavior, lack of commitment to personal or team success, and any other behaviors that disrupt the learning environment for other students. Additionally each team member is responsible for the academic integrity of the group.

YOU MUST USE YOUR SCHOOL EMAIL ACCOUNT, or forward your school email to another personal account**.** You must be able to accept and respond to email on a daily basis.

Academic Resources

YOU ARE ACCOUNTABLE FOR REQUIRED ACADEMIC SKILLS. Successful students possess course-appropriate reading comprehension, critical thinking, research, writing, presentation, and communication skills. If you or your instructor determine that you have a need for additional resources beyond those offered in class, there are several options available to you.

- **The Academic Achievement Center** is located in room 320 (across from the Academic Advising office). The Academic Achievement Center houses peer tutors in program areas and general education.

- **The Interior Design Skills Center** houses Interior Design peer tutors and general education. The Skills Center is located in room 011, in the basement of the LaSalle building.

Peer tutors assist students with subject/content area academic support, as well as, study skills and organizational tips. Peer tutors are current AIM students in good academic standing-(a CGPA of 3.5) with a desire to assist others in their academic progress. All peer tutors receive mandatory tutor training.

Students (tutees) who seek academic support may visit each of the centers to receive tutoring assistance in a wide variety of subject areas. Each tutor schedule (located outside of the center door) identifies the tutor and their specific areas of expertise. Some Peer tutors also serve as Teaching Assistants, where their role is to work alongside an instructor during lab/group hours of a class.

- **Academic Advising** is located in room 316 in the LaSalle building. Academic Advisors are available to assist you in identifying areas or patterns of academic weaknesses, and to put into place any support resources a student may need.

You are also responsible for executing tutorial recommendations made by your instructors. Remember, your instructors and Academic staff are here to help you find the resources you need.

- **The Library** is located on the second floor in the LaSalle building. The library is open 79 hours per week and is currently processing an average of 5,000 circulation transactions per month. The collection is comprised of books, newspapers, journals and magazines, videos, DVDs, and CDs that support the curricula. The collection currently numbers over 23,000 volumes with and an additional 189 periodical subscriptions. Materials also include royalty-free music/sound effect CDs, art history and interior design slides, and copies of computer software manuals utilized within the College. Textbooks and reserve materials are available for in-house use, and many academic and industry databases are available, including WilsonWeb, Proquest, AccuNet / AP, Gettyimages, Electronic Library for Minnesota, Grove Art Online, Hoover's Online and Oxford Reference Online.

Student Life

The Student Affairs Office is located in room 209 in the Pence building. There you can find information, services and program that can help you to extend and integrate academic content and life experiences.

Community Resources	This course will engage community resources, including local libraries, galleries, exhibitions, guest speakers and industry tours. Your active participation is important and expected.

ATTENDANCE
Regular attendance is an important component of academic and professional success. Arriving late and leaving early are recorded and will affect your participation grade. If you arrive after I have taken attendance, it is your responsibility to make your presence known to me at an appropriate time.

ABSENCE
If you must be absent from class, it is your responsibility to find out what information you missed. You can get this either from your classmates or from the instructor in-person; I will not discuss missed class materials via email. Assignment sheets and other handouts will be available on the class website http://tma362.aisites.com.
I will excuse absences only with a doctor's note, or in the case of a family emergency. Students missing 12 consecutive hours of class will be withdrawn from the class. Generally, students missing more than 15 hours over-all will be at serious risk of failing the class. It is the student's responsibility to keep track of their attendance.

PHONES
All phones and other mobile devices must be turned off before class begins. It's that simple.

FOOD & DRINK
Beverages & food are not allowed in the computer labs.

BACKUP & STORAGE
"If it's not in 3 places, it doesn't exist!" You are responsible for keeping current copies of all work; both in-progress and completed. Lost or damaged work will not result in any special treatment. The best policy is to back up your work early and often on CD-Rs or other reliable media. Do not rely on the network drives as your only backup or for permanent storage; they are only for temporary use. For additional information, see handout on storage and backups available from The Cage.

Never work directly on the network drives! Copy your files to the local hard drive (Student Drive) before opening them.

Weekly Course Schedule

This schedule is subject to change!

Week 1

Concepts

- Equipment: Students will be shown and will learn to identify the physical parts of a computer.
- Terminology: Vocabulary of computer hardware, software and general computing concepts/metaphors will be defined.
- Work habits: Students will be shown how to use and navigate in the computer environment. File management: keeping track of your stuff, file naming conventions, working locally, saving files and good work habits.
- Examples of appropriate digital workflow will be given. Proper procedure for submitting digital homework files will be described.

Activities

- Course introduction, class policies, syllabus overview.
- Computer dissection demo: We will take apart and describe the parts of a computer.
- Intro to MS Word
- HW #1—Survey—Modify and save an existing MS Word document. Transfer files over network. Students demonstrate knowledge of operating system, OLS and network by retrieving an existing file, modifying it, and submitting it as homework via email.
- Begin HW #2—Photoshop Portrait

Week 2

Concepts

- Raster-based images: Students will be presented with the basic concepts of raster-based images including Pixels, Resolution, and RGB color.
- Adobe Photoshop: Introduction to manipulating raster-based images in Photoshop through use of selection tools, layers, image adjustments and filters.
- Digital cameras.
- Ai Print Service.

Activities

- HW #2 FILE DUE
- Demo of mounting techniques. Ai Print Service.
- TEST #1—general computer terminology, file management and workflow.

Week 3

Concepts

- HW #2 MOUNTED FINAL DUE
- Introduction to spreadsheets and Excel.

Activities

- Begin HW #3—Excel grade book—Students will apply knowledge of Excel by assembling a "grade book" spreadsheet that they will be able to use to track their grade throughout the quarter.
- HW #3 DUE
- Begin HW #4—Photoshop Tutorial—Research a technique using Photoshop that you think other people would be interested in. In MS Word, create a step-by-step tutorial that explains this technique.

Week 4

Concepts

- Vector-based images: Students will be presented with the basic concepts of vector-based images and will learn to differentiate them from raster-based images in both form and function.
- Adobe Illustrator: Introduction to manipulating vector-based images in Illustrator.
- Fonts: Introduction to the Font Reserve.

Activities

- HW #4 DUE
- Begin HW #5—Illustrator Magazine Cover—Using Adobe Illustrator, students will apply their knowledge of Illustrator, Photoshop and digital imaging by designing and assembling a magazine cover composed of both raster- and vector-based elements.

Week 5

Concepts

- Vector-based images—continued—Students will build on their basic knowledge of vector-based images, developing more advanced techniques for creating and manipulating vector images. Discussion of the role of various software applications in industry.

Activities

- HW #5 DUE
- In-class exercise—How'd they do that?—Students will look at professional work published in both print and electronic media. Applying their experience and knowledge of the software applications used thus far, they will analyze the published work and "reverse engineer" it, reporting on how they believe it could have been created.
- Test #2—Midterm Exam

Week 6

Concepts

- Page layout applications: Students will be introduced to the basic concepts and advantages of page layout.
- InDesign: Content frames, multiple-page documents, placing and linking image files, typographic controls.

Activities

- Begin HW #6—InDesign Newsletter—Students will research computer related topics, gather content and, using InDesign, lay out a multiple-page newsletter containing text as well as both raster- and vector-based elements.

Week 7

Concepts

- HW #6—continued—Discussion of image preparation, preflight concepts and packaging the project.

Activities

- HW #6 DUE
- Begin HW #7—Presentation—Using content developed for the previous project, students will develop a 3–5 minute PowerPoint presentation.

Week 8 (No School Monday, May 25th)

Concepts

- Presentation - continued – Further discussion of image prep for screen-based presentation and linear, time-based organization of content.

Activities

- HW #7 – continued…

Week 9

Concepts
- Recap of concepts.

Activities
- Complete HW #7.
- Individual Presentations

Week 10

Concepts
- Programming concepts
- The roll of computers in industry and society.
- Computers in fine arts.
- The future of computing.

Activities
- Begin HW #8—Computation in Design—Using the Processing language, students will develop custom software tools to create imagery that will then be used in larger design projects.
- TEST #3 – Final Exam

Week 11

Activities
- Complete HW #8.
- Final Critique.