

Day/Time: Mondays/Wednesdays 12-3pm ArtX 264
CRN # 73813
Section 002

CONTACT INFORMATION

Instructor: David Hurwich
Email: davidhurwich@gmail.com
Office hours: Batmale Hall 301: Mac Lab: Wednesdays 3-4pm
Office: V103A
Class website: <http://www.davidhurwich.com>
Class Blog: <http://www.ccsfgrph25.blogspot.com>

COURSE OVERVIEW

This is foundational hands-on Mac computer class for all graphic communications students. Topics of instruction will include computer hardware and OS software, networks, type and text formatting, raster and vector graphics, time-based media, layout for print and web, and best practices. Successful completion of this course is prerequisite to other courses in our program. I

Course topics will be covered through a combination of reading, lecture/discussion, and hands-on exercises. You must attend the entire class session each day. You will not pass the class if you consistently leave class early or arrive tardy.

COURSE MATERIALS

GRPH 25 Reader—sold at the CCSF bookstore. A downloadable .pdf version of the Reader will also be available, though you will not be able to print it in the classroom.

A USB flash drive to backup your files.

A notebook/folder for notes and other materials.

CLASS POLICIES AND EXPECTATIONS

This is a fast-paced class and participation is very important—students are expected to attend all class sessions. You are allowed four (4) absences during the semester (additional unexcused absences will lower your grade). Extensive absences may result in an instructor-initiated withdrawal. If you're absent, it's your responsibility to obtain class information—having a class study partner helps with this.

Class will begin promptly at XX:10 pm. Late arrivals are disruptive and will be recorded. Tardies: two tardies will count as one absence. Please do not disrupt class if you arrive late and lecture has already begun. When possible, inform the instructor in advance if you will miss class.

CLASSROOM ATMOSPHERE: Please do not engage in side conversations, email, tweets, IM or mouse clicking during lectures or presentations. Turn off your cell phone during class. No food or drinks in the classrooms or labs.

ADDITIONAL OPEN LABS: Students requiring additional computer time outside of class are able to work at the Academic Computing Resource Center, located on the Ocean Campus, Batmale Hall #301. We will also post other open lab hours specially for Graphic Communications students.

ASSIGNMENT PROTOCOL: Refer to the class reader, website or the instructor if you have any questions about in-class exercises. Any file that you turn in to the class server must be clearly labeled using the following format: FirstinitialLastname_assignment.extension (example: WFong_portrait.jpg)

SOFTWARE POLICY: It is illegal to copy applications, fonts or utilities from the computers in the labs at City College. You will be expelled if you are caught doing this.

DROPPING THE CLASS: If you stop attending class, please remember to drop the class also. *It is your responsibility to drop.* If you simply stop attending, you may receive a grade of "F". You may drop online and do not need the instructor's permission to drop.

ACCOMMODATIONS: If you need classroom or testing accommodations because of a disability; have emergency medical information to share; or need special arrangements in case of building evacuation—please make an appointment to see me as soon as possible. Students seeking disability-related accommodations are encouraged to register with Disabled Students Programs and Services located in Room 323, Rosenberg Library, 415.452.5481.

GRADING POLICY

Your work will be evaluated using professional-quality standards. Late exercises will receive half-credit and will be accepted no later than one week after the initial due date. Keep backup copies of all your project files in the event of grading discrepancies or technical malfunction.

NOTE: GRPH 25 may be taken as Credit/Non-credit. This option must be selected before the deadline given in the current class schedule.

There will be a written Midterm Exam and Final Exam for the course. A missed exam equals a zero with no make-up exams offered. If you must miss an exam due to extenuating circumstances, you may take the exam before the scheduled date. The Midterm and Final Exam are required in order to pass the course.

Copying some else's work and submitting it as your own (plagiarism) will result in failure and withdrawal from the class.

Calender

August 17th	Review Class Syllabus
August 22nd	Computer Basics, OSX
August 24th	Raster
August 29th	Raster
August 31st	Raster
September 5th	Labor Day * No Class
September 7th	Raster
September 12th	Raster Assignment: Self Portrait
September 14th	Fonts * Suitcase * Word
September 19th	Vector

September 21st	Vector
September 26th	Vector
September 28th	Vector
october 3rd	Vector assignment: Character Creation
october 5th	Midterm
october 10th	Faculty Meeting * No Class
october 12th	Time Based Media
october 17th	Time Based Media
Soctober19th	Time Based Media
october 24th	Time Based Media
october 26th	Flash Assignment: Interactive Banner Ad
october 31st	Print Layout
November 2nd	Print Layout
November 7th	Print Layout
November 9th	Print Layout
November 14th	Print Assignment: Class Showcase
November 16th	HTML
November 21st	HTML
November 23rd	HTML/no Night Class
November 28th	Adobe Dreamweaver
November 30th	Adobe Dreamweaver
December 5th	Adobe Dreamweaver
December 7th	Web Assignment: Web Showcase
December 12th	Web Assignment: Web Showcase
December 15th	Final

GRAPHIC COMMUNICATIONS 25 > DIGITAL SKILLS FOR VISUAL MEDIA

STUDENT QUESTIONNAIRE: INSTRUCTOR NAME/DAY

NAME: _____

PHONE: _____

EMAIL: _____

____ I'm in the class ____ I'd like to add the class

Why are you taking this class? What do you hope to get from it?

Are you in a Graphic Communications certificate program? Y____ N____

Which one: _____

What other classes are you taking this semester?

What is the extent of your computer experience?

____ Beginner ____ Mid-level ____ Advanced

Do you have a computer at home ____ or are you relying on solely on CCSF Labs____?

Which platform are you using? Mac ____ PC ____

Do you work (this includes being a parent or caregiver)? How many hours a week?

Do you have any issues that you want to share with us that could impact your class performance (i.e., language barriers, depression, dyslexia)?

How did you find out about this course?

Any other information that you'd like to share that's not addressed above? You can use the back if you need more space.