

# NSCAD Foundation Computer: 1350-2

Fall 2017

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Telephone: 494-8170  
**9-12 am Thursday**  
Granville Campus, North, Room N320F

3 Credits

**Class web site:** <http://nscad.geneva9.com/>

*By the end of the course, students should be familiar with the operation of Macintosh and Windows computers, and prepared to take further courses in areas of study in which the computer plays a role. This outline is meant to provide a general overview of the course, and may be altered.*

## Planned Schedule:

<b>Sept 7:</b>	<i>Introduction to computers and Mac OS</i>	<b>Nov 9:</b>	<i>Web design: CSS</i>
<b>Sept 14:</b>	<i>Scanning and imaging basics</i>	<b>Nov 16:</b>	<b>Quiz 2: Photoshop, Illustrator, HTML+CSS</b> <i>Page layout with Adobe InDesign</i>
<b>Sept 21:</b>	<i>Photoshop continues</i>	<b>Nov 23:</b>	<i>Page Layout continues</i>
<b>Sept 28:</b>	<i>Photoshop concludes</i> <b>Quiz 1: Mac OS X concepts and imaging</b>	<b>Nov 30:</b>	<i>3D with SketchUp</i> <i>Writing assignment due</i>
<b>Oct 5</b>	<i>Introduction to vector graphics</i>	<b>Dec 7:</b>	<i>Computational art and physical computing</i>
<b>Oct 12:</b>	<i>Vector drawing continues'</i>	<b>Dec 14:</b>	<i>Computational art and physical computing continues, Wrapup, <b>In-class practical assignment</b></i>
<b>Oct 26</b>	<i>No class</i>		
<b>Nov 2:</b>	<i>Intro to web design</i>		

## Grade Weights

Assignments: . . . . . 45%  
Quizzes: . . . . . 25%  
Writing assignment: . . . . 10%

In-class practical quiz . . . 10%  
Class participation: . . . . 10%

**Materials:** A USB flash drive is **required** to store your files. These can be bought from most computer stores (The Source, Staples, etc) in a variety of capacities. A 1GB flash drive will easily be enough to store files for this class. A flash drive should not cost more than about \$10.

Students are responsible for printing costs. Printing costs will vary, but you should budget at least \$10 for the term. While you can use your own printer, you will generally find that printing at NSCAD is cheaper and more reliable. Students are also required to keep backup copies of their work; periodically copying them to another computer is or online service is the best way to do this.

**Course Description:** This course is a hands-on introduction to computer graphics using several standard operating systems. Subjects will include digital imaging and page layout applications. Students taking this course are expected to have prior experience with the use of computers, including desktop and directory navigation, file management, basic word processing, email and internet browsing.

**Course Objectives:** This course serves as an introduction to computers. Students will be expected to attend weekly lectures, participate in labs, and to complete assignments.

By the end of the course, students should be familiar with the operation of Macintosh and Windows computers, and prepared to take further courses in areas of study in which the computer plays a role. While technical proficiency is sufficient to pass the course, students will be required to show creativity, innovation and initiative in use of technology to achieve a higher mark.

**Estimated weekly time commitment for this course:** Approximately 8-12 hours per week.

**Responsibilities:** Attendance at all classes and completion of all assignments is mandatory. Missed classes will only be excused with a doctor's note.

**Value of Tests/Examinations/Papers/Critiques and Probable Dates:** See detailed outline.

**Attendance Requirements:** Attendance at all classes is mandatory.

**Grading System:** Successful completion of this course requires that students perform to an acceptable standard in reaching the course objectives. This course will be graded as follows:

Letter Grade	Numerical Equivalent	Grade Point Score	Descriptive Term
A+	95 and above	4.3	Excellent
A	90-94	4.0	Excellent
A-	85-89	3.7	Very Good
B+	80-84	3.3	Very Good
B	73-79	3.0	Good
B-	67-72	2.7	Good
C+	63-66	2.3	Satisfactory
C	59-62	2.0	Satisfactory
C-	55-58	1.7	Satisfactory
D	50-54	1.0	Marginal
F(Fail)	49 and below		

At the end of the course, INCOMPLETE standing will be granted only in circumstances clearly beyond the control of the student (such as serious illness or bereavement) – at which time documentation will be required.

**Grading Criteria:** Completion of all assignments is mandatory. Evaluation will be based on a number of assignments, quizzes, and an essay assignment. Participation in labs will also account for a portion of the grade. The majority of assignments and projects will be completed outside of normal lab instruction hours. Dates and details will be provided as the course progresses. All work must be submitted in English.

**Accessibility:** NSCAD University has a Policy on Disabilities (available on the NSCAD website) and is committed to providing equal opportunities to academically qualified students with disabilities. A key aspect of the policy is that students self-identify so that the appropriate accommodations can be made in a timely manner. Students with disabilities are responsible for initiating contact with the Coordinator of Financial Aid and Student Counseling ("Coordinator") or the Disability Resource Facilitator in the Office of Student and Academic Services before or within two weeks of the commencement of each semester. All information regarding individual students with disabilities is respected as confidential.

**Health and Safety:** NSCAD University has an Occupational Health and Safety Policy, to which all students, staff, faculty and visitors are expected to adhere. You are advised to familiarize yourself with the policy (available on the NSCAD website) and with Health and Safety procedures and practices in place in Foundation. The Division office and NSCAD Library also have books available that detail specific safety aspects of working with art and craft materials. If you have questions about specific materials used in this course, please ask. Please do not use spray fixative, spray paint, rubber cement and/or solvents except in approved areas.

Smoking is not permitted anywhere in NSCAD buildings or within 4 metres of exterior doorways and windows.

**Plagiarism:** NSCAD University has a policy on Plagiarism. This is a serious violation of Academic Integrity and penalties range from a zero for an assignment grade to Dismissal from the University. The Plagiarism Policy can be found at <http://nscad.ca/site-nscad/media/nscad/plagiarismpolicy.pdf>

**NSCAD Attendance Policy:** Class attendance at NSCAD is expected. Unexcused absences could result in lowered or failing grades. Any absence must be discussed with the course instructor who may request supporting documentation. Missing sequential classes that include essential health and safety training may result in the student having his/her enrolment in the course cancelled. Specific requirements for individual courses will be found in the course outline.