ACADEMIC AFFAIRS

Course Number: GRPH 145   Department: Graphic Arts Technology

Course Title: Intro. Graphic Arts Computer   Semester: Fall   Year: 2008

Objectives/Competencies

Course Objective	Competencies
1. Develop proficiency in basic computer terminology, operations, and skills, including reading computer specs.	A. Learn correct computer definitions of today's industry. B. Learn how to buy a computer, including the correct usage of technical specifications. C. Understand the configuration of a Macintosh computer, including the operating system. D. Ability to start the computer up and access the specific menus required. E. Ability to find, open, create, save, and delete files & folders. F. Understand specifications and requirements for various file storage systems, such as hard disks, removable media, and file servers. G. Operate within the department's connected networks of Macintosh computers.

Course Objective	Competencies
2. Understand the basic concepts of the computer as used for printing image preparation.	A. Understand the basic format common to a professional page layout program, such as Adobe InDesign. B. Understand the procedures for importing images into a system. C. Understand the principles and operation of various printer devices. D. Understand font specifications and requirements for laser printing devices. E. Understand various file formats used to save and store files for graphic arts applications.

3. Demonstrate a proficient understanding of computer image preparation by completing a series of modular based tutorial projects.	A. Understand and utilize the basics of the Adobe InDesign
	  1. page layout program:
	  2. Find, open, save, and close a publication file.
	  3. Locate and use templates.
	  4. Create and use a layout grid on master pages.
	  5. Create, control, and modify text, including style sheets.
	  6. Import text and images.
	  7. Import images into the application.
	  8. Import, alter, and export clip art.
	  9. Fit, scale, and crop images.
	  10. Use pica ruler.
	  11. Use various tools in "tool box."
	B. Have a basic working understanding of the Adobe Photoshop digital imaging program:
	  1. Find, open, create, and save files.

Course Objective	Competencies
	2. Understand and utilize the "tool box" palette.
	3. Understand and utilize various tools in "tool box."
4. Learn about the history of the computer industry, from beginning to the present.	A. Understand how the pioneers of the digital age built computers, and why they are so popular today.