

Graphics Technology

Program Syllabus

Program Information

Organization	Washburn Institute of Technology
Program Number	10.0305
Final Approval Date	5/20/2010
Instructional Level	Certificate
Instructional Area	Graphic Design, Photography, Printing
Original Developer(s)	Pam Manning
Last Revision Date	2/19/2010

Description

This program is designed to give students knowledge of the graphics industry. Students will learn the basics of imaging software through tutorials, projects and internship opportunities. Photography basics will also be learned through instruction and application of projects done with a digital camera. Printing basics will be learned through study of basic print components and how they apply to graphics and photography. The students are instructed on how graphics, photography and print work together to provide entry level skills for employment in the graphics industry.

Entry Requirements

1. Keyboarding skills and general computer knowledge are required. Prospective students must pass the general entrance assessment, WorkKeys®, at a Level 4 in Applied Math and Reading for Information.

Program Outcomes

- A. Use imaging software to industry standards.
- B. Demonstrate the ability to read and follow instructions successfully.
- C. Identify the appropriate type size, layout and document size for a given job.
- D. Identify and demonstrate appropriate use of color theory and composition.
- E. Use the computer and flash drive to manage and store documents properly.
- F. Use a digital camera to capture images for graphics and photography projects.
- G. Work with external client and acquire information necessary to produce job to client's specifications and needs.
- H. Apply correct lighting theories to digital photography project.
- I. Discuss the graphics industry which includes graphic design, photography and digital printing and how they work together.
- J. Successfully develop resume as well as digital & physical portfolios for use in job acquisition.

External Standards

Disability Services: The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Tech for persons with disabilities. Qualified students with disabilities **MUST** register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate for eligible students on a case-by-case basis. If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact: Who: Special Support Services

Coordinator Location: Career Resource Center, Room 300 Phone:785-228-6356 E-Mail:

SSSCoordinator@washburntech.edu Student may voluntarily identify themselves to the instructor for a referral to the Special Support Services Coordinator

Academic Honesty: Students are expected to do their own work unless advised that collaboration is acceptable. This means that you may use facts from other sources if you re-write them in your own words. Anytime you quote directly from another source or paraphrase substantially, you must cite the source you used. When you take a test, you are expected to keep your eyes on your own paper and protect your test paper from being copied by a classmate. Failure to use proper citation procedure is considered plagiarism. Plagiarism will result in a grade of "0" if it is flagrant and/or deliberate. Copying from another person's paper or test is academic dishonesty and will result in a grade of "0" for that assignment. In addition, you will be referred to student services for discipline based on college policy.

Importance of class attendance: Class attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize your grades or even your ability to continue in this course. Class absences: If you are absent from class for any reason you are responsible for all missed work and for contacting the instructor promptly.

Independent Work: Periodically throughout the program you will be asked to participate in independent activities, which may take several different forms, such as independent study, interactive instruction, laboratory exercises, research, internet exploration, and job shadowing. These activities are an integral part of the total curriculum, but will have minimal instructor involvement. They provide you with the opportunity to demonstrate your ability to work independently to meet a designated goal as well as to show development in the various core abilities associated with the program.

Discrimination: Washburn Institute of Technology does not discriminate on the basis of age, race, sex, color, national origin, religion or disability in admission to, access to, or operations of its programs, services, or activities. Washburn Institute of Technology does not discriminate in its hiring or employment practices.

Safety, Housekeeping & Property Guidelines: To remain in the program, students must adhere to safety guidelines and treat the classroom as they would a workplace. Horseplay will not be tolerated. Cheating will not be tolerated. Work performed in the lab must be executed in accordance with the safety standards as set forth by Washburn Institute of Technology and the specific safety precautions for each task. Students are required to wear the appropriate personal protective equipment when in the lab area or working on activities that may pose a hazard to themselves or others. It is the duty of all students to watch out for safety throughout the area and bring any unsafe practices they might observe to the attention of the instructor. Students are required to know the location of all fire exits, fire extinguishers, eyewash and shower stations, emergency evacuation routes, and a procedure to obtain help in an emergency. Equipment belongs to Washburn Institute of Technology and is not to be taken from the classroom. All equipment is to be used safely and with respect. Equipment is to be returned to its proper storage space at the end of each class. Supplies are provided by Washburn Institute of Technology and are to be used with discretion. Wasting supplies will not be tolerated. Good housekeeping is important to safety in any operation, and the Graphic industry is no exception. Students are expected to keep their work areas neat and orderly, minimizing potential safety hazards.

WORK KEYS Work Keys show the skill levels needed for specific jobs and careers. The skill levels required in Job Seeking Skills are geared to the entry level jobs in which you might be employed after earning your Graphics Technology certificate. They are listed in your learning plans. You can present this information to a potential employer to show that when you have completed the course you have demonstrated these skill levels. CORE ABILITIES Representatives from business and industry have identified skills that are essential to your success in all career areas. You will work towards obtaining and improving these skills in all your courses. By helping you develop the core abilities and holding you responsible for their application, your teachers will help you increase the likelihood of career success. You will be expected to demonstrate these or similar core abilities throughout all your classes. A few specific core abilities will be targeted for each course. You will focus on demonstrating these and evidence that you can demonstrate them will be factored into your grade.

Course Configuration

Semester	Course #	Course Title	Credits	Contact Hrs	Category	Req?
	GRP110	Graphic Design I	4	165	Required	Yes
	GRP131	Digital Photography I	4	0	Required	Yes
	GRP120	Color Theory/Composition	4	0	Required	Yes
	GRP141	Graphic Design II	4	0	Required	Yes
	GRP151	Digital Photography II	4	0	Required	Yes
	GRP161	Digital Printing	2	0	Required	Yes
	GRP170	Lighting Theories	2	0	Required	Yes
	GRP246	Graphic Design III	4	0	Required	Yes
	GRP255	Digital Photography III	4	0	Required	Yes
	GRP210	Paper & Bindery	2	0	Required	Yes
	GRP235	Studio Lighting	2	0	Required	Yes
	GRP251	Graphic Design IV	4	0	Required	Yes
	GRP240	Digital Photography IV	4	0	Required	Yes
	GRP260	Employment Preparation	4	0	Required	Yes
	GRP270	OJT	3	0		No

Program Course Detail

Course A -- Graphic Design I

Course Number GRP110

Credits 4

Contact Hours 165

Total Hours 165

Category Required

Required Yes

Course Description The purpose of this course is to summarize the role served by graphic communications in a technological society and to identify the basic functions of the industry. This course also covers the fundamental principles and elements of design and general layout principles used by graphic designers in the production of visual images. This course introduces students to Adobe Indesign, Adobe Illustrator and Adobe Photoshop.

Course B -- Digital Photography I

Course Number GRP131

Credits 4

Contact Hours 0

Total Hours 0

Category Required

Required Yes

Course Description This course incorporates the introduction to photographic techniques relating to basic camera operation, basic composition, basic lighting as it relates to exposure, and image reproduction. Students will build on their foundation knowledge using good camera handling techniques, and establish the ability to operate their digital camera using manual settings. In addition, students will begin to use photo software on their images.

Course C -- Color Theory/Composition

Course Number	GRP120
Credits	4
Contact Hours	0
Total Hours	0
Category	Required
Required	Yes
Course Description	This course will teach color theories and composition as they relate to design and photography. Photographic rules of creative element placement and design of an image, including the effects of light, exposure, and image tone will be covered. Students will also learn the elements and principles of design as they apply to graphic design.

Course D -- Graphic Design II

Course Number	GRP141
Credits	4
Contact Hours	0
Total Hours	0
Category	Required
Required	Yes
Course Description	This course builds on the skills learned in Beginning Graphic Design by teaching students more specific skills within Adobe Indesign, Adobe Illustrator and Adobe Photoshop. Students will learn how to take the basic skills previously learned and combine them to create multi page documents.

Course E -- Digital Photography II

Course Number	GRP151
Credits	4
Contact Hours	0
Total Hours	0
Category	Required
Required	Yes
Course Description	A continuance in camera technique mastery will be explored with emphasis on exposure techniques that will produce the proper reproduceable tone and image production. A skilled, more indepth usage of image editing software will be given to produce and enhance a photograph to create a desired impact.

Course F -- Digital Printing

Course Number	GRP161
Credits	2
Contact Hours	0
Total Hours	0
Category	Required
Required	Yes
Course Description	The principles of digital imaging technology and the different types of equipment and methods involved in electronic image capture are covered in this course.

Course G -- Lighting Theories

Course Number	GRP170
Credits	2
Contact Hours	0
Total Hours	0
Category	Required
Required	Yes
Course Description	This is an in depth approach to understanding the elements of light and how lighting works and its effect on recording an image. Students will learn to see with light and establish the knowledge of the tonal limits and contrast as they relate to a given image.

Course H -- Graphic Design III

Course Number	GRP246
Credits	4
Contact Hours	0
Total Hours	0
Category	Required
Required	Yes
Course Description	Students will work with clients from the community to create accurate projects within the timeline created by the client. This course will require the students to additionally prepare the client approved file for production. This course incorporates all software and skills learned throughout the previous two quarters of the program.

Course I -- Digital Photography III

Course Number	GRP255
Credits	4
Contact Hours	0
Total Hours	0
Category	Required
Required	Yes
Course Description	This course establishes an intermediate level of camera operation and pre-visualization, along with an opportunity to enhance creative levels in composition and design. In addition, further usage of editing software will be used to establish an enhanced image created for projects that are requested and used by outside clients.

Course J -- Paper & Bindery

Course Number	GRP210
Credits	2
Contact Hours	0
Total Hours	0
Category	Required
Required	Yes
Course Description	This course covers the different types of paper and other substrates used for printing in the graphics industry. The course also covers various finishing methods and binding techniques.

Course K -- Studio Lighting

Course Number	GRP235
Credits	2
Contact Hours	0
Total Hours	0
Category	Required
Required	Yes
Course Description	Studio lighting techniques will be established with an emphasis on proper portrait and commercial lighting technique. An understanding of how lighting can effect the varying differences of people that will be encountered in a portrait studio. Commercial lighting will also be addressed to establish the maximum detail and representation in a given object.

Course L -- Graphic Design IV

Course Number	GRP251
Credits	4
Contact Hours	0
Total Hours	0
Category	Required
Required	Yes
Course Description	Students will continue to work with clients. The job pace will increase and the student's skills will be enhanced by working on more difficult projects. More responsibility will be given to the students.

Course M -- Digital Photography IV

Course Number	GRP240
Credits	4
Contact Hours	0
Total Hours	0
Category	Required
Required	Yes
Course Description	Continued work with clients will direct the students toward a goal of self sufficiency. Students are expected to exhibit responsibility in all projects presented during this quarter.

Course N -- Employment Preparation

Course Number	GRP260
Credits	4
Contact Hours	0
Total Hours	0
Category	Required
Required	Yes
Course Description	This course prepares students for employment through internships, resume and portfolio creation, and mock interviews. Students are instructed on how to develop a creative resume for use within the Graphics Industry. A digital as well as physical portfolio will be produced with graphic design and photography projects completed throughout their time in class. Finally, students will experience an interview situation with a person from the industry. The student will be required to have their resume and portfolio completed for use in the mock interview.

Course O -- OJT**Course Number**

GRP270

Credits

3

Contact Hours

0

Total Hours

0

Required

No

Course Description

This course is available for students who have completed all the competencies for this course by the start of the final nine weeks. The student must also have a B or better as well as 90% or better in attendance. The instructors of this class will determine whether a student is qualified to participate. If qualified, the student will work off campus at a company where they can learn further graphic design and photography skills.