CNMS 111 Digital Foundations Syllabus

Course Title: Digital Foundations
Catalog number: CNMS 111
Credit Hours: 3
Contact Hours: 45

Professor: Brittany Williams
Classroom: Virtual
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Course Description: In this course, students will explore the computer as a tool for visual communication. Using the latest software, (Currently Adobe CC) students will be guided through introductions to Adobe Illustrator, Photoshop, InDesign, Dreamweaver (or html code), After Effects, and Acrobat DC. Using the Principles of Design as a foundation for learning, students will work through exercises that combine the visual, theoretical and historical elements necessary to build a solid foundation in new media design.

Course Objectives: *Upon successful completion of this course, students will:*

- have acquired basic digital media skills in Adobe Illustrator, Photoshop, InDesign, html, and After Effects and gain an overall understanding of the software interface and function
- produce and present compositions created digitally
- establish a solid understanding of the basic digital file types, image resolution, digital output, file management and vector/raster graphics
- develop an awareness of Fair Use, Copyright and Creative Commons Licensing
- solidify presentation skills
- demonstrate an understanding of the Principles of design, Gestalt in design and introduction to color theory,
- develop critical analysis skills, visual literacy and have an expanded understanding of digital visual culture

Topical Outline

Unit 1: Adobe Illustrator
Unit 2: Adobe Photoshop
Unit 3: Adobe InDesign (mid semester Midterm)
Unit 4: HTML
Unit 5: Adobe After Effects & Media Encoder
Final

Course Requirements

Students will need basic computer skills, access to the Internet, and the use of the Adobe 2020 CC ($19.95/mo for students). Student Evaluation and Grading: Grading Scale (as stated in college handbook).

93-100 Points: A	80-82 Points: B-	
0-92 Points: A-	77-79 Points: C+	67-69 Points: D+
87-89 Points: B+	73-76 Points: C	60-66 Points: D
83-86 Points: B	70-72 Points: C-	0-59 Points: F

75% Discussions and Participation
12.5% Midterm Project
12.5% Final Exam

Discussions, participation, midterm and final grades will be based on a scale of 100 points, with provided rubrics. The requirements for each task will be broken down and explained in greater detail when the project is assigned. Your grades will be based on how well you fulfill the technical and aesthetic requirements.

Text, Tools, and/or Supplies Software (The Adobe Creative Cloud, Student Version) $19.99/mo

Attendance Policy Attendance online (noted by discussion participation) or in class is essential in order to pass this course. The student handbook states that missing 3 classes in a row constitutes an AF (academic failure). Because this course meets only 1x per week for 3 hours (rather than 3x a week for 1 hour), missing one class is like missing 3. Be sure to contact a classmate to learn what you missed, and to make up the work. Missing 2 classes in a row or missing 3 classes non-consecutively will constitute Academic Failure.

End-of-Course Evaluation Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an email to your student email account when course evaluations are available.

ADA Syllabus Statement Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

SMCC Pay-for-Print Policy Each semester students receive a $20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock).

Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Refunds Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Add-Drop Policy Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. This period is pro-rated for shorter-length courses (usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

Plagiarism Statement If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct.