COURSE SYLLABUS

COURSE TITLE: ENGR 152: Technical Publishing Applications

CLASS SECTION: X01

TERM: Winter 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): F2F

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.
Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit https://legacy.camosun.ca/covid19/index.html

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Melissa Mills

EMAIL: millsm@camosun.bc.ca

OFFICE: TEC 236

HOURS: Wednesday, 12:30 – 1:20pm

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Students will learn image enhancement software and desktop publishing software. Specifically: importing or creating and manipulating 2D image graphics, and importing or creating and formatting text and graphics documents.

PREREQUISITE(S):
One of:
- C in English 12
- C in Camosun Alternative

CO-REQUISITE(S):
And one of:
- C in Pre-calculus 11 or Principles of Math 11
- C in Math 073

- C in Math 137
- C in Math 172
- C in Math 139

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

1. Create, import, and manipulate graphics using image processing software;
2. Create, import, and format text and graphics using desktop publishing software; and
3. Generate print and web-based technical documents.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

(a)   Recommended Texts

Graphic and Print Production Fundamentals

Williams, R. (2008). *The non-designer's design book* (3rd ed.). Berkeley CA: Peachpit Press

Williams, R. (1998). *The non-designer's type book.* Berkeley CA: Peachpit Press

(b)   Other

1 GB Memory Stick
1 TB Portable Harddrive
Notebook: Lined, Grid or Dotted Sketchbook (8.5 x 11" size)
Pencil and eraser
Business Card printing budget ($10 - $30 depending on vendor)*

* Instructor will instruct how to produce these by-hand to 'near' professional mockup to spare this cost.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Lecture: Monday 2:30 – 3:20pm – TEC 150, Wednesday 11:30 – 12:20pm – TEC 145
Lab: Tuesday 2:30 – 5:20pm – TEC 151

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 1	**Lec:** Course Intro + Expectations **Lab:** Software overview	Introduction Post
Week 2	**Lec:** What is Technical Publishing? **Lab:** Adobe InDesign	
Week 3	**Lec:** Layout **Lab:** Adobe InDesign	In-class InDesign layout exercise

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 4	**Lec:** File Formats, Vector/ Raster **Lab:** Adobe InDesign	**Project 1**
Week 5	**Lec:** Foundational Design Principles **Lab:** Adobe Illustrator	In-class Illustrator graphic exercise
Week 6	**Lec:** Foundational Design Principles/Colour **Lab:** Adobe Illustrator	In-class colour + bleed specification exercise
Week 7	Reading Break	
Week 8	**Lec:** Colour + Technical Specifications **Lab:** Adobe Illustrator	**Project 2** / Bcard Prep
Week 9	**Lec:** Image Manipulation/Resolution **Lab:** Adobe Photoshop	In-class image + resolution exercise
Week 10	**Lec:** Typography **Lab:** Photoshop/Illustrator integration	Typography exercise - BCard
Week 11	**Lec:** Image Manipulation **Lab:** Full Adobe Suite integration	Business Card to print / **Project 3**
Week 12	**Lec:** Quiz / Printing Methods **Lab:** Project 3 Studio work	
Week 13	**Lec:** Printing Specs **Lab:** Project 3 Studio work	
Week 14	**Lec:** Course Wrap-up **Lab:** Project 3 Presentations	Present + Submit

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
In-class exercises x 4 (5% each)		20%
Projects x2 (15% each)		30%
Final Project (30%)		30%
Quiz		5%
Professionalism (Attendance and Participation incl)		15%
	TOTAL	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information. http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

COURSE GUIDELINES & EXPECTATIONS

The ability to meet deadlines is emphasized as an important outcome of this course and is essential in the printing industry. Assignment due dates are posted on assignment design briefs and close 11:59pm on the due date. Late assignments are subject to penalty.

SCHOOL OR DEPARTMENTAL INFORMATION

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit http://camosun.ca/students/.

Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds

Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities
The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the Centre for Accessible Learning (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: http://camosun.ca/services/accessible-learning/

Academic Integrity
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy
Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit http://camosun.ca/learn/fees/#deadlines.

Grading Policy
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf for further details about grading.

Grade Review and Appeals
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (http://camosun.ca/learn/calendar/current/procedures.html) and the Grading Policy at http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.