

	<p><b>School of Arts &amp; Science</b>  <b>APPLIED COMMUNICATION DEPARTMENT</b></p> <p><b>COMM 110-X01 A/B</b>  <b>Publishing 1</b>  <b>2006F</b></p>
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## COURSE OUTLINE

The Approved Course Description is available on the web @ \_\_\_\_\_

Ω Please note: this outline will be electronically stored for five (5) years only.  
It is strongly recommended students keep this outline for your records.

### 1. Instructor Information

(a)	Instructor:	Rick Caswell		
(b)	Office Hours:	By arrangement Monday to Friday 9 to 4		
(c)	Location:	Y315E		
(d)	Phone:	370-3396	Alternative Phone:	
(e)	Email:	Caswellr@camosun.bc.ca		
(f)	Website:			

### 2. Intended Learning Outcomes

*(No changes are to be made to this section, unless the Approved Course Description has been forwarded through EDCO for approval.)*

Upon completion of this course the student will be able to:

1. Produce simple desktop publishing projects combining type and graphics in one and two colours.
2. Produce a simple web site with basic text, graphics and navigation.
3. Explain basic design principles and elements.
4. Apply design principles to desktop and web publishing projects at a basic level.
5. Demonstrate a basic knowledge of industry vocabulary and practices.
6. Assemble a portfolio of projects that demonstrates the student's current professional abilities.

### 3. Required Materials

(a)	Texts	The Non-Designers Design Book 2 <sup>nd</sup> Edition, Robin Williams
(b)	Other	

### 4. Course Content and Schedule

*(Can include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lectures, labs, seminars, practicums, etc.)*

Weekly workload Classroom: 1 hour; lab 3 hours; seminar 0.5 hour estimated out-of-class 2.5 hours
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## 5. Basis of Student Assessment (Weighting)

(Should be linked directly to learning outcomes.)

(a)	Assignments	65%
(b)	Quizzes	Computer performance test 5%
(c)	Exams	2 x 10% = 20%
(d)	Other (eg, Attendance, Project, Group Work)	Attendance and professional conduct 10%

## 6. Grading System

(No changes are to be made to this section, unless the Approved Course Description has been forwarded through EDCO for approval.)

### Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
95-100	A+		9
90-94	A		8
85-89	A-		7
80-84	B+		6
75-79	B		5
70-74	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

### Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at [camosun.ca](http://camosun.ca) or information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.

<b>CW</b>	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.
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## 7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

### LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services or the College web site at [camosun.ca](http://camosun.ca).

### STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services and on the College web site in the Policy Section.