



CAMOSUN COLLEGE
School of Trades & Technology
Mechanical Engineering Department

ENGR 152
TECHNICAL PUBLISHING APPLICATIONS
Winter 2018

COURSE OUTLINE

The calendar description is available on the web @
<http://camosun.ca/learn/calendar/current/web/engr.html#ENGR152>

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

(a) Instructor	Tammy Regier
(b) Office hours	Tuesday 8:30 to 12:30 by appointment
(c) Location	TBA
(d) Phone	Wed: 250-370-3097 Alternative: 250-220-0925
(e) E-mail	regier@camosun.bc.ca
(f) Website/Drive	online.camosun.ca Shared Drive: K:\Civil Mech Server 1\Mechanical\Regier

2. Intended Learning Outcomes

(If any changes are made to this part, then the Approved Course Description must also be changed and sent through the approval process.)

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.

3. Required Materials

- (a) Texts
Adobe Photoshop CC 2017 Release Classroom in a Book
Adobe Illustrator CC 2017 Release Classroom in a Book
- (b) Other

4. Course Content and Schedule

(Can include: Class hours, Lab hours, Out of Class Requirements and/or Dates for quizzes, exams, lecture, labs, seminars, practicums, etc.)

Lecture: Monday: 1:30 – 2:20pm - TEC 150

Lab: Tuesday: 12:30 – 4:20pm - TEC 150

Lecture: Tuesday: 11:30 – 12:20 - TEC 150

1. Elements and Principles of Design
2. Introduction to Adobe Photoshop
 - Vector vs. Raster Images
 - File Formats, Resolution, PPI, DPI for Print and Web
 - Sizing, Cropping and Manipulating Images
 - Filters & Effects
3. Introduction to Adobe Illustrator
 - Drawing, Importing and Manipulating Images
 - Typography Basics
 - Layout Techniques, Printing
4. Generating PDF files for Print and the Web

Assignments

Assignment 1: Poster Creation Using Adobe Photoshop

Assignment 2: Project Showcase Banner

Assignment 3: Islander Precision Reels Brochure

5. Basis of Student Assessment (Weighting)

(Should be directly linked to learning outcomes.)

(a)	Lessons from CIB	30%
(b)	Assignments*	55%*
(c)	Attendance and Participation**	15%
(d)	Exams	n/a

* **Assignments** - All assignments are due at the beginning of class. A PDF of Assignments can be added to the Drop Box in D2L and working files can be added to the **Submission** folder on the K drive. Late assignment will be penalized; 5% per day will be deducted from the final assignment grade. The weekend (Sat & Sun) will count as 1 day.

****Participation**: Two quizzes are given throughout the course; these are a part of your participation mark. You may be asked to mark another student's quiz in class, only your student number will be on the quiz sheet. Please see me in the next few days if you are not comfortable having another student mark your quiz with this information.

6. Grading System

(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)

(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)

Standard Grading System (GPA)

Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the Course

Materials will be in your D2L account

8. College Supports, Services and Policies



Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

A. GRADING SYSTEMS <http://camosun.ca/about/policies/index.html>

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. 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 <http://camosun.ca/about/policies/index.html> for 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.
CW	<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.