

**NEW RIVER COMMUNITY COLLEGE  
DUBLIN, VIRGINIA  
COURSE PLAN**

Course Number and Title: ART 140 Introduction to Graphic Skills

Prepared by: Art Faculty Fall 2024  
(Date)

Approved by: S. Tolbert-Hungry Fall, 2024  
(Dean) (Date)

**I. Course Description**

Teaches basic studio skills and concepts. Emphasizes concept development and problem solving using traditional art materials and computer techniques. Uses current graphic software applications. Lecture 1 hour, Lab 4 hours, Total 5 hours per week.  
3 credits

**II. Introduction**

This course is a study of the principles and skills of visual communication. During the course the student will create examples of typical publications of posters, business cards, brochures, book covers, CD covers, catalogs, etc. Each lecture consists of PowerPoint presentations, group discussions and critique.

**III. Student Learning Outcomes**

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

- Describe the components, techniques, and purposes of desktop publication.
- Configure the application environment including the necessary operating system, word processor, graphics software, and layout program.
- Compose and print single page layout.
- Demonstrate competency in using computer hardware components.
- Demonstrate an understanding of the concepts of page layouts.
- Develop an understanding of the basic concepts of publishing.
- Improve problem-solving strategies in creating information documents.
- Demonstrate, by example, an understanding of design concepts as they apply to color, styles, and font selection.
- Demonstrate, by example, a working knowledge of the basic elements of document design.
- Identify and explain ethical issues associated with copyright
- Produce layouts incorporating graphic elements.
- Create a portfolio that reflects their abilities in using Adobe InDesign, Illustrator and Photoshop to communicate ideas.

#### **IV. Instructional Methods**

This course can utilize a mixture of direct and indirect instruction consisting of lectures, class discussions, demonstrations, readings, and PowerPoints.

#### **V. Instructional Materials**

Adobe InDesign CC Classroom in a Book (2015 release)

Kelly Kordes Anton, John Cruise

Published Aug 26, 2015 by Adobe Press.

ISBN-10: 0-13-431000-4

ISBN-13: 978-0-13-431000-8

#### **VI. Course Content**

- \* Getting to know InDesign
- \* Setting a document and working with pages
- \* Working with objects
- \* Flowing text
- \* Editing text
- \* Working with Typography
- \* Working with Color
- \* Working with Styles
- \* Importing and Modifying Graphics
- \* Creating Tables
- \* Working with Transparency
- \* Printing and Exporting

#### **VII. Evaluation**

Instructor uses a 10-point grading scale. Instructor can utilize projects, presentations and portfolios. Please consult specific instructor's syllabus for a specific explanation of evaluation.

#### **VIII. Attendance**

Regular attendance at classes is required. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student regardless of the reason for the absence. See syllabus for specific guidelines about attendance policy.

## **IX. Cheating Policy**

Students who are caught cheating or plagiarizing on any assignment will be given a zero.

## **X. Withdrawal Policy**

### **Student Initiated Withdrawal Policy**

A student may drop or withdraw from a class without academic penalty during the first 60 percent of a session. For purposes of enrollment reporting, the following procedures apply:

- a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.
- b. After the add/drop period, but prior to completion of 60 percent of a session, a student who withdraws from a class will be assigned a grade of “W.” A grade of “W” implies that the student was making satisfactory progress in the class at the time of withdrawal that the withdrawal was officially made before the deadline published in the college calendar, or that the student was administratively transferred to a different program.
- c. After that time, if a student withdraws from a class, a grade of “F” or “U” will be assigned. Exceptions to this policy may be made under documented mitigating circumstances if the student was passing the course at the last date of attendance.

A retroactive grade of “W” may be awarded only if the student would have been eligible under the previously stated policy to receive a “W” on the last date of class attendance. The last date of attendance for a distance education course will be the last date that work was submitted.

Students requesting a late withdrawal due to documented mitigating circumstances should contact the Coordinator of Admissions and Records.

### **No-Show Policy**

A student must either attend face-to-face courses or demonstrate participation in distance learning courses by the last date to drop for a refund. A student who does not meet this deadline will be reported to the Admissions and Records Office and will be withdrawn as a no-show student. No refund will be applicable, and the student will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student’s financial aid award.

### **Instructor Initiated Withdrawal**

A student who adds a class or registers after the first day of class is counted absent from all class meetings missed. Each instructor is responsible for keeping a record of student attendance (face-to-face classes) or performance/participation (DE classes) in each class throughout the semester.

When a student's absences equal twice the number of weekly meetings of a class (equivalent amount of time for summer session), the student may be dropped for unsatisfactory attendance in the class by the instructor.

Since attendance is not a valid measurement for Distance Education (DE) courses, a student may be withdrawn due to non-performance. A student should refer to his/her DE course plan for the instructor's policy.

In accordance with the No-Show Policy, a student who has not attended class or requested/accessed distance learning materials by the last day to drop the class and receive a refund must be withdrawn by the instructor during the following week. No refund will be applicable.

When an instructor withdraws a student for unsatisfactory attendance (face-to-face class) or non-performance (DE class), the last date of attendance/participation will be documented. Withdrawal must be completed within five days of a student's meeting the withdrawal criteria. A grade of "W" will be recorded during the first sixty percent (60%) period of a course. A student withdrawn after the sixty percent (60%) period will receive a grade of "F" or "U" except under documented mitigating circumstances when a letter of appeal has been submitted by the student. A copy of this documentation must be placed in the student's academic file.

The student will be notified of the withdrawal by the Admissions and Records Office. An appeal of reinstatement into the class may be approved only by the instructor.

## **XI. Disability and Non-Discrimination Statements**

If you are a student with a documented disability who will require accommodation in this course, please register with the Disability Services Office located in the Advising Center for assistance in developing a plan to address your academic needs.

This College promotes and maintains educational opportunities without regard to race, color, national origin, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), veteran status, or other non-merit factors.

### **Required Safety Training**

Virginia law, effective August 1, 2024, requires campus safety and emergency preparedness training for all students enrolled in on-campus classes at public colleges and universities. The training must focus on an active shooter event and be completed by the last day of their first term in college.

To comply with this legislation, students will view a college-provided awareness and training video during the first two weeks of class for this course.

**Evacuation Procedure: Please note the evacuation route posted at the classroom doorway. Two routes are marked in case one route might be blocked.**

# New River Community College

## General Health Guidelines and Student Expectations

Spring 2024 Term

In guarding against the transmission of infectious illnesses, it is imperative that we follow specific health-related best practices.

As a condition for attending class or otherwise using NRCC facilities, I, as a student, agree to the following conditions:

1. I will follow all CDC, state, and local guidelines pertaining to diseases and health conditions. More information can be found at the links below.
  - a CDC Diseases and Conditions: <https://www.cdc.gov/DiseasesConditions/>
  - b Virginia Department of Health: <https://www.vdh.virginia.gov/>
  - c New River Health District: <https://www.nrvroadtowellness.com/>
2. In the event of health threats or changes in guidelines, I understand in-person classes may be moved online, fully or partially, and I will need to be prepared to access technology and the internet with as little as 24 hours' notice.

By continuing my enrollment in class(es), **I agree to meet each of the expectations outlined above.**

New River Community College encourages all students to fully vaccinate against transmissible illnesses. Information about vaccinations can be found on the Virginia Department of Health website at [www.vdh.virginia.gov](http://www.vdh.virginia.gov).