

COURSE INF1040: GRAPHICS TOOLS**Level:** Introductory**Theme:** Productivity Software**Prerequisite:** None**Description:** Students learn the basic commands and functions of computer graphics software, including bitmapped graphics (paint program) and vector graphics (draw program). Students also develop basic skills in manipulating existing graphics, as well as in producing their own graphics.**Parameters:** Computer workstation, disk, a selection of graphics software, support resources.**Curriculum and Assessment Standards**

General Outcomes	Assessment Criteria and Conditions	Suggested Emphasis
<p><i>The student will:</i></p> <ul style="list-style-type: none"> • demonstrate the basic elements and principles of design, by using computer software graphics tools to: <ul style="list-style-type: none"> – duplicate graphics designs – create graphics layouts 	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> • reproduction of documents using paint/draw software programs consisting of: <ul style="list-style-type: none"> – text – graphics (paint, draw and/or imported) – use of design principles. <p><i>Assessment Tool</i> <i>Assessment Checklist: Electronic Publishing Document Production (INFEPDOC)</i> <i>Standard</i> <i>Rating of 1 in the reproduction of well-designed graphic layouts</i></p> • creation of original documents using paint/draw software programs consisting of: <ul style="list-style-type: none"> – text – graphics (paint, draw and/or imported) – use of design principles. <p><i>Assessment Tool</i> <i>Assessment Checklist: Electronic Publishing Document Production (INFEPDOC)</i> <i>Standard</i> <i>Rating of 1 in the production of well-designed graphic layouts</i></p> 	<p>30</p> <p>30</p>

COURSE INF1040: GRAPHICS TOOLS (continued)

General Outcomes	Assessment Criteria and Conditions	Suggested Emphasis
<p><i>The student will:</i></p> <ul style="list-style-type: none"> • demonstrate use of software functions • apply, consistently, appropriate workstation routines • demonstrate basic competencies. 	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> • using the appropriate commands, functions and graphic tools including: <ul style="list-style-type: none"> – file functions—create/save/load files – editing functions (cut/copy/move/paste/delete) – import graphic (clip art and/or scan) – text tools including style palette – paint tool (colour, fill, texture) – draw tools (line, rectangle, oval, cropping) – output functions (preview and print). <p><i>Assessment Tool</i> <i>Assessment Checklist: Electronic Publishing Software Functions (INFEPSF)</i></p> <p><i>Standard</i> <i>Rating of 1 in the demonstration of appropriate software functions</i></p> <ul style="list-style-type: none"> • demonstrating appropriate workstation routines. <p><i>Assessment Tool</i> <i>Assessment Checklist: Workstation Routines and Management (INFWRKSTN)</i></p> <p><i>Standard</i> <i>Rating of:</i> <i>1 – Workstation Use</i> <i>2 – File Management</i> <i>1 – Time Management/Organization</i> <i>2 – Professionalism</i></p> <ul style="list-style-type: none"> • observations of individual effort and interpersonal interaction during the learning process. <p><i>Assessment Tool</i> <i>Basic Competencies Reference Guide and any assessment tools noted above</i></p>	<p>30</p> <p>10</p> <p>Integrated throughout</p>

MODULE INF1040: GRAPHICS TOOLS (continued)

Concept	Specific Learner Expectations	Notes
<p>Software Functions and Applications</p>	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • describe key features of the graphic software packages available: <ul style="list-style-type: none"> – capabilities – system requirements – platform options – command structure • use help functions and references as appropriate • demonstrate use of appropriate commands, functions and tools, such as: <ul style="list-style-type: none"> – copy, paste, cut – ovals, rectangles, line and polygons – marquee, lasso – eraser – fills – line options; e.g., arrows, patterns – inserting (placing) – resizing – repositioning – rulers – column guides – alignment – letter spacing – leading – kerning – typefaces (font, style) – indent – tabs – cropping • create/load/merge/import/save graphic elements/objects/files: <ul style="list-style-type: none"> – presentation graphics (charting/diagramming/drawing) paint – resident functions (clip art) • demonstrate use of tools such as: <ul style="list-style-type: none"> – pixel bit-mapped object-oriented images – line/geometric object-oriented images using vector graphics • demonstrate use of computer-aided design, if available: <ul style="list-style-type: none"> – create computer graphics for design, drafting, documentation purposes • demonstrate use of screen capture/graphics conversion: <ul style="list-style-type: none"> – integrate all forms of graphic elements including clip art design/merge/format/edit page (text/data/graphics). 	<p>Pixel and vector graphics are two basic software approaches to the production of images and range from free drawing screen activities to computer generated/controlled graphic designed elements. Graphics software includes toolboxes and palettes, presentations, desktop publishing, artistic creations, space exploration, weather forecasting, computer animation and computer-aided design.</p>

MODULE INF1040: GRAPHICS TOOLS (continued)

Concept	Specific Learner Expectations	Notes
Document Production	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • practise reproducing a variety of documents from a variety of sources using paint/draw software • apply basic design elements and principles when creating documents • use three-dimensional effects to create depth in documents • design and create various documents using paint/draw programs • use clip art to enhance document production • create own graphics using available paint and draw tools to enhance document • preview and print documents. 	<p>For example: line, shape, texture, colour, balance, proportion, contrast, harmony, unity.</p> <p>For example: use of overlapping, perspective, light and dark images, small and large images.</p> <p>For example: letterheads, business cards, advertisement, posters, title pages, logos, packaging, front view of home, floor plan, map to your home.</p>
Workstation Management	<ul style="list-style-type: none"> • apply efficient workstation position and routines that encourage: <ul style="list-style-type: none"> – good health and safety (posture, positioning of hardware and furniture) – security for hardware, software, supplies and personal work • demonstrate efficient and appropriate use of time and resources: <ul style="list-style-type: none"> – start-up procedures – organization of work area – closing procedures • apply effective decision-making strategies in production assignments: <ul style="list-style-type: none"> – plan activities – organize data, information, resources – consider alternatives – evaluate activities/results • use related terminology to describe basic processes, procedures and tools. 	