

# DDT | digital design tools

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## details

MW 6:30-7:50p room L121 item 1615 credits 2

## instructor | contact

Dan Beert dan.beert@bellevuecollege.edu 425.564.4041

## office | hours

L114C Tu | Th 1:00-3:30 and by email or appointment

## overview | description

*digital design tools* are techniques and approaches that take advantage of the graphic features of various software programs to create effective and efficient design communication.

This course is structured to introduce interior design students to fundamental skills using a variety of digital design tools.

The structure of the course is an informal and informative workshop atmosphere where students learn by doing, and working in class as much as possible at an independent pace.

Software training will be offered of various Adobe products such as Photoshop, InDesign and Acrobat. While using those programs, techniques for the enhancement/rendering of SketchUp and AutoCAD files will be covered. These software tools can be used to enhance the communication of design solutions and concepts. Basic digital concepts, printing, and scanning will also be covered.

Prerequisite: INDES 165 with a C- or better. BTS 161 or equivalent recommended.

## learning outcomes

Upon completion of the course, students should be able to:

1. Effectively combine text and images in electronic formatted documents.
2. Color manage and correct images and photos
3. Manage digital files for archiving and greater efficiency.
4. Create page layouts using both conventional office and professional graphic software programs.
5. Create digital renderings and images through drawing, painting, collage, and object-oriented tools.
6. Learn scanning and printing techniques for optimization of electronic formatted documents.
7. Use Photoshop, InDesign, and other graphic-based software tools to improve their visual communication throughout the design process, and creating individual presentation media.

## recommended textbooks | tutorials

*Teach Yourself Visually : Adobe Photoshop CS6* – Michael Woolridge

*Adobe InDesign CS6 Bible* – Galen Gruman

*Photoshop CS6 for Dummies* | and other titles

FREE : Books24x7 available on BC Library Media Center website

lynda.com membership : online tutorials for Photoshop | InDesign

Dummies.com : free and helpful tips, tricks, cheat sheets

### required tools

- USB flash drive – 4GB minimum (or portable hard drive)
- notebook
- a BC network login account

### participation | attendance

Classes meet twice per week for a little over an hour. Given the material we have to cover, I have little patience with students strolling in more than a few minutes late. Also, the class *requires* you to practice and work on your assignments *outside of class*. Be *on time*, prepared, caught up, and actively participating when we meet in class.

Missing four classes equals 20% of the total class time, and may result in a failing grade.

The format of this class relies on in-class demonstration. Some written tutorials and reference materials are available, but the combined techniques taught in this class exist in very few places.

*If you must miss class – for any reason – notify me asap, and make arrangements with fellow students regarding anything you missed.*

Participation in class is virtually a guarantee of passing. Questions – and suggestions! – are highly encouraged, as is helping each other. Have fun!

Help to make this class a supportive place in which to learn and practice.

### grading

Most students in this program express a greater interest in constructive feedback – how they might improve – than on what grade they might receive. This is a healthy attitude. Nevertheless, grades reflect overall levels of achievement in relation to the course outcomes, and are a necessary part of helping you establish personal learning goals.

Grades are assigned using descriptors from BC's general description of achievement: [http://bellevuecollege.edu/policies/3/3000\\_Grading.asp](http://bellevuecollege.edu/policies/3/3000_Grading.asp)

- A Outstanding achievement:** mastery of learning outcomes; ability to interpret, integrate, and apply *beyond the context of the course* using critical and creative thinking skills; exceeds requirements; unique, creative; consistent leadership in class participation activities
- B High achievement:** high level competence and abilities *within the context of the course* using critical and creative thinking skills; consistently meets most requirements; contributes regularly to class participation activities
- C Satisfactory achievement:** satisfactory competence level; competent ability *within* the context of the course; critical and creative thinking; satisfies minimum requirements; minimum class participation
- D Poor achievement:** minimum competence in *some* outcomes; usually meets minimum requirements; inconsistent or infrequent contribution
- F Unsatisfactory achievement:** cannot demonstrate competence in many or fundamental outcomes; submitted work assignments frequently do not meet minimum requirements; does not satisfy minimum requirements for attendance or contribution to class participation activities

### grade distribution

Completion of all projects by deadlines is necessary to pass the course.

**projects** 80%

**creative output** 10%

productive, expressive application of skills in pursuit of individual goals

**attendance | participation** 10%

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### affirmation of inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. <http://bellevuecollege.edu/about/goals/inclusion.asp>

### arts and humanities student information

student procedures and expectations:

<http://bellevuecollege.edu/artshum/policy.html>

commitment to student growth & development:

<http://bellevuecollege.edu/artshum/AHGdlns-StdntGrwth.htm>

### student code

“Cheating, stealing and plagiarizing (using the ideas or words of another as one’s own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services.”

The Student Code, Policy 2050, in its entirety is located at:

[http://bellevuecollege.edu/policies/2/2050\\_Student\\_Code.asp](http://bellevuecollege.edu/policies/2/2050_Student_Code.asp)

### disability resource center

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. Please visit the DRC if you have any questions about classroom accommodations whether you are a student or a faculty member.

If you are a student who has a disability or a learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact the DRC staff as soon as possible.

The DRC office is located in B132 or you can call our reception desk at 425-564-2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at [www.bellevuecollege.edu/drc](http://www.bellevuecollege.edu/drc)

Remember if you are someone who has either an apparent or non apparent disability and requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

### public safety 425.564.2400

The Bellevue College (BC) Public Safety Department's well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week.

Public Safety is located in K100 and on the web at:

<http://bellevuecollege.edu/publicsafety/>

**Please read and obey all posted lab use policies, and comply with all requests by Public Safety or custodial staff.**

### final exam schedule

The Interior Design Department publishes a schedule of final presentations, coordinating the various courses so that all students and instructors have a reasonable opportunity to attend all presentations. All students are encouraged to attend other final presentations.

### work release

Bellevue College Interior Design Department reserves the right to collect and keep student work as a part of our ongoing program development and accreditation requirements. Faculty may retain selected student work in all courses within the Interior Design curriculum in order to assess program effectiveness and maintain CIDA accreditation. Students in future classes also benefit from seeing examples of excellent work.

We thank you for cooperating with the faculty, and hope you understand it is an honor to have your work held to represent our program, and you will receive a certificate in acknowledgment.

Please note: Student work includes all process work, notebooks, digital images, and all finished projects from the beginning of the quarter through final projects.

If we keep any physical work – portfolios, process work, presentation boards, posters –students may make arrangements with their instructors to photograph or scan their projects but the college will keep the original work.

**draft schedule**

The instructor reserves the right to amend this schedule as the quarter progresses to best achieve the learning outcomes of the course.

**week one**

**9.23 | 9.25**

intro | info | course requirements | hardware | file management | scanning

Adobe Photoshop : Introduction to graphic interface and basic functions

- Navigation tools
- Layer management / structure
- Selection Tools | marquee selection | magic wand tool
- Color selection tools
- Drawing / painting tools
- Brush palette options; adding square brushes to the palette
- Text

**week two**

**9.30 | 10.2**

Adobe Photoshop : key plan

- Drawing overview | layer management | color | text | fill | render

Adobe Photoshop : 2D floor plan rendering | no time to work in class this week

**week three**

**10.7 | 10.9**

**KEY PLAN DUE MONDAY 11:59 pm | Canvas**

Guest instructor. Dan in LA all week. Work on floor plan rendering.

**week four**

**10.14 | 10.16**

**FLOOR PLAN DUE WEDNESDAY 11:59 pm | Canvas**

Adobe Photoshop : 2D floor plan rendering | Image Buckets : your collection of entourage, figures, materials, lighting, furnishings

Adobe InDesign : Introduction to graphic interface and basic functions

- New document basics | guides | text | color
- Page layout basics | master page
- Linking images

**week five**

**10.21 | 10.23**

**NO CLASS Wednesday : college issues day**

Adobe InDesign : integrate floor plans | page layout | linking images & files

**week six**

**10.28 | 10.30**

Adobe Photoshop : 2D interior elevation rendering | image bucket of entourage, figures, finish materials, lighting

**week seven**

**11.4 | 11.6**

**INTERIOR ELEVATIONS DUE MONDAY 6:30 pm | Canvas**

Adobe InDesign : integration of 2D interior elevations | page layout | linking images & files

Adobe Photoshop - 3D perspective rendering | image bucket of finish materials |

**week eight**

**11.11 | 11.13**

**NO CLASS Monday : veterans day**

Adobe Photoshop : 3D perspective rendering | work session | image bucket of finish materials, lighting, entourage

**week nine**

**11.18 | 11.20**

Adobe Photoshop : 3D perspective rendering work session | image bucket

Adobe InDesign : integration of renderings | page layout | linking images & files

**week ten**

**11.25 | 11.27**

Adobe Photoshop : InDesign work session | create pdf formatted files

**week eleven**

**12.2 | 12.4**

**PERSPECTIVES 1 + 2 DUE MONDAY 6:30 pm | Canvas**

Adobe Photoshop : InDesign work sessions | create pdf formatted files

**FINALS**

**12.11 [6:30] attendance required 6:30-7:20**

Work session : final reviews | touch-up and formatting | file archiving

**DOCUMENTS DUE 8:00p | PDF FORMAT | Canvas Site**