Urban Planning Graphics
(Presentation Graphics)

Faculty
Charles Cartwright  Email: cartwright.45@osu.edu  Office: Knowlton Hall 288  Office Hours: T&R 4-5pm
(TA) Xin Zhang  Email: Zhang.1977@osu.edu  Office: Knowlton Hall 467  Office Hours: T&R 11:30-1pm

Time:  Tuesday & Thursday 2:20 – 3:55 pm
Location:  Knowlton Hall Room 430

Course Description:

In today’s field of Planning computers have become increasingly dominant as the means in which to communicate, document, and describe project and work. Because of this it is important to know the fundamentals, advantages and disadvantages of technology in various applications and the alternatives available. In the class, page and document layout/design, and presentation graphics, and video graphics will be explored so that a student can apply the programs appropriately while understanding the origins of the technology is based upon sketching and layouts with hand tools, and when these techniques are equally as important.

Course Objectives:

In this course, the student successfully completing the course learns the basic principles of computer graphic representation, how they are applied to the professional office setting. The formats and software may change slightly between various jobs and offices, and between different professional applications, but this foundation information’s translates across the many fields. The case studies will build the students understanding of “pros vs. cons” of a variety of software genres and the many applications available. At the conclusion of the course, the student will have a base to understand the other programs.

Computer programs to be explored include:

- Adobe Photoshop®
- Adobe Illustrator®
- Adobe Indesign®
- Adobe Acrobat®

*students may wish to explore other programs during this class, but these will be the primary focus*
Each student completing the course will have knowledge of each program’s organizational structure, essential commands, output options, inter-compatibility and most common applications. Students will understand how to optimize file size for various uses, to print, to plot, and to digitally record their work.

1) Adobe Photoshop
   - Ability to manipulate images
2) Adobe Illustrator
   - Design and create presentation board layouts
3) Adobe Indesign
   - Design and create booklets and pamphlets
4) Adobe Acrobat
   - Create a PDF and optimize it for distribution

**Instructional Methodology**

The methods used in the class include computer lab based exercises to provide guided exploration of the software, in a setting where instructor assistance is at hand. Other work will be projects independently graded, dependent on readings, prior in-class exercises and independent synthesis of course concepts and skills. The final is a synthesis of all of the project work and readings in the quarter, given orally during the final examination period for the class.
**Required Equipment**
- External Hard Drive 250 GB or larger
- DVD-R
- Access to a digital camera and video camera

**Readings & Resources:**

**Portfolio Design** by Harold Linton
- W.W. Norton & Co. New York, NY 2003
- ISBN: 0393730956

**Safari Tech Books**
To use this resource you will need to go through the OSU library website in the research database section.

**3D Game Textures: Create Professional Game Art Using Photoshop**
by Luke Ahearn (Author)
- Paperback: 368 pages
- Publisher: Focal Press; Pap/Cdr edition (February 21, 2006)
- ISBN-10: 0240807685

**A Practical Guide to Graphics Reporting:**
*Information Graphics for Print, Web & Broadcast*
by Jennifer George-Palilonis
- Paperback: 200 pages
- Publisher: Focal Press; Pap/Com edition (March 31, 2006)
- ISBN-10: 0240807073

**Basics of Design (Paperback)**
by Lisa Graham (Author)
- Paperback: 320 pages
- Publisher: Thomson Delmar Learning; 2 edition (June 13, 2005)
- ISBN-10: 1401879527

**The Practical Guide to Information Design (Hardcover)**
by Ronnie Lipton (Author)
- Hardcover: 272 pages
- Publisher: Wiley (February 2, 2007)

**Visual Presentation: A Practical Manual for Architects and Engineers**
by Ernest Burden (Author)
*Additional reading will be added as the course progresses*
Grading:

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Points Breakdown</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework assignments</td>
<td>9 @ 10 pts each</td>
<td>= 90 pts</td>
</tr>
<tr>
<td>Individual Projects</td>
<td>2 @ 30 pts each</td>
<td>= 60 pts</td>
</tr>
<tr>
<td>Final project</td>
<td></td>
<td>= 100 pts</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>= 250 pts</td>
</tr>
</tbody>
</table>

A     = >93%
A-    = 90-92.99%
B+    = 87-89.99%
B     = 83-86.99%
B-    = 80-82.99%
C+    = 77-79.99%
C     = 73-76.99%
C-    = 70-72.99%
D+    = 63-69.99%
D     = 60-62.99%
E     = <60%

There will be no grading curve in the class. The information is cumulative and necessary to build upon to continue in the course. Assignments must be turned in on time. No Late assignments will be accepted. If you are encountering circumstances beyond your control which prevent you from performing in the class or are in fear of failing the course, please see the instructor sooner, rather than later to discuss options. *Only those students, whom the instructor deems to have legitimate external issues, will be given opportunity to make up or complete work past the due date.*

You should have 3 copies of each drawing (CD, Thumb drive, Server, Hard Drive, etc…) This will make you at most 1-2 hours behind if something happens to 1 of the copies. (but you have backup)

Academic Misconduct and other University Policies:

All rules of academic or personal misconduct will be governed by the university policies. These rules can be found at the following locations:
Undergraduate Students: [http://oaa.osu.edu/handbook.html](http://oaa.osu.edu/handbook.html)
Graduate Students - [http://www.gradsch.osu.edu/graduate-school-handbook1.html](http://www.gradsch.osu.edu/graduate-school-handbook1.html)

ADA Policy Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Office of Disability Services at (614) 292-3307.
**KSA Computer Policy and Equipment:**
For KSA computer policy and information please visit the IT community web site.
https://ksacommunity.osu.edu/group/it

For university Computer usage protocol please read the CIO
   “Policy of Responsible Use” https://ocio.osu.edu/policy/policies/responsible-use/

Failure to read or understand any of these policies does not constitute the ability to use ignorance for failure to comply with them. As of reading this syllabus, you have been notified and understand that any material in either of these booklets may be given as part of a test or pop quiz at any time throughout the quarter.