

Austin Community College | Visual Communication | Accelerated Programmer Training  
**Course Syllabus | ARTC 1310-002 | Design Concepts | 26805**

Spring 2016 | January 20, 2016 - May 17, 2016

## How to Reach Me

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**Office Hours:** Tuesdays from 12:00-5:00pm @ NRG 4263.6 or by appointment.

*Email me if you need to meet at another time than my posted office hours.*

## Course Description

Fundamental techniques in conceptualizing. Includes all procedures from initial research to creating strategies to finalizing a project.

## Course Prerequisites:

Department approval required.

## Approved course texts / readings

We will be using the [HassoPlattnerInstituteofDesignatStanford's](#) (the "d.school") resources for this course:

- Competency 1: [TheGiftGivingProjectB&W2012.pdf](#) [please do not read ahead on this pdf. Wait until you do the project.]
- Competency 2: Mix Tape Series:
  - [Part1](#)
  - [Part2](#) and
  - [Part3](#)

## Instructional methodology

The teaching methods in this class include: lecture, demonstrations, assignments and participation in discussion boards.

## Course Rationale

This is an intermediate course about using a process to solve design challenges. It is a required course in the Designer / Coder certificate program.

## Course Competencies

Competency 1: Discover the Design Thinking process

Competency 2: Use the Design Thinking process

Capstone Competency: Solve a problem using Design Thinking

## Course Objectives / Learning Outcomes

1. Study and practice the Design Thinking process
2. Create prototypes
3. Test prototypes
4. Solve a problem using Design Thinking

# SCANS

**Secretary's Commission on Achieving Necessary Skills (SCANS):** In 1989, the U.S. Department of Labor education jointly surveyed U.S. employers to find out the most important skills and competencies needed by workers. The results of that survey identified SCANS (Secretaries Commission on Achieving Necessary Skills). These are skills that employers need the most from their workers. SCANS skills are the predictors of success in workplace. The following is a list of SCAN competencies identified in this course. For expanded definitions of the listed SCANS, please go to: <http://www.austincc.edu/mkt/scans.php>

<p><b>RESOURCES</b></p> <p>1.1 Manages Time</p>	<p><b>INTERPERSONAL</b></p> <p>2.3 Serves Clients/Customers</p> <p>2.5 Negotiates</p> <p>2.6 Works with Cultural Diversity</p>	<p><b>INFORMATION</b></p> <p>3.1 Acquires and Evaluates Information</p> <p>3.2 Organizes and Maintains Information</p> <p>3.3 Uses Computers to Process Information</p>	<p><b>SYSTEMS</b></p> <p>4.1 Understands Systems</p> <p>4.2 Monitors and Corrects Performance</p> <p>4.3 Improves and Designs Systems</p>
<p><b>TECHNOLOGY</b></p> <p>5.1 Selects Technology</p> <p>5.2 Applies Technology to Task</p> <p>5.3 Maintains and Troubleshoots Technology</p>	<p><b>BASIC SKILLS</b></p> <p>6.1 Reading</p> <p>6.2 Writing</p> <p>6.3 Arithmetic</p> <p>6.4 Mathematics</p> <p>6.5 Listening</p> <p>6.6 Speaking</p>	<p><b>THINKING SKILLS</b></p> <p>7.1 Creative Thinking</p> <p>7.2 Decision Making</p> <p>7.3 Problem Solving</p> <p>7.4 Mental Visualization</p> <p>7.5 Knowing How To Learn</p> <p>7.6 Reasoning</p>	<p><b>PERSONAL SKILLS</b></p> <p>8.1 Responsibility</p> <p>8.2 Self-esteem</p> <p>8.3 Sociability</p> <p>8.4 Self Management</p> <p>8.5 Integrity/Honesty</p>

## Grading system

Below is a list of assignments and their grade percentages for this course. If any of these projects or grades change, I will notify you of those changes before we continue with the project. Grades will be computed on a 100 point scale. An overall grade will be assigned on the following grade scale:

- 90% - 10% = A
- 80% - 89% = B
- 70% - 79% = C
- 60% - 69% = D
- 0% - 59% = F

Your final grade in this course will be assessed as follows:

- 15% | Discussion Board Participation
- 10% | Competency 1
- 30% | Competency 2
- 15% | Process Journal
- 30% | Capstone Competency

## Examinations and Projects

There will be two (2) assessments and one (1) capstone project. Please refer to the schedule for due dates.

## Course Policies

**Missed or late work** - Assignments are due on the specified due dates via the class Blackboard site. If turned in after that, the assignment is late. I will not accept late work. However, you may contact me BEFORE the due date to request an extension. Extensions are not guaranteed, are typically granted just for illness and/or family emergency, and are subject to approval by the instructor on a case-by-case basis.

**Incomplete** - An instructor may award a grade of "I" (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

If you are unable to complete all of the objectives for the passing grade in a course due to extraordinary circumstances—such as illness or death in the family—I may grant an "incomplete." Generally, to receive a grade of I, you must have completed all examinations and assignments to date, be passing, and have personal circumstances that prevent you from completing the course. Finally, these circumstances must have occurred after the deadline to withdraw with a grade of W.

**Freedom of Expression Policy** - It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

**Scholastic Dishonesty** - A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an "F" in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at <http://www.austincc.edu/current/needtoknow>

**Students Rights and Responsibilities** - Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

**Privacy policy** The Family Educational Rights and Privacy Act protects confidentiality of your educational records. Grades cannot be given over the phone, posted, over non ACC e-mail, or through a fellow student.

**Statement on Students with Disabilities** - Each ACC campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS). Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from SAS for this course must provide the instructor with the 'Notice of Approved Accommodations' from SAS before accommodations will be provided. Arrangements for academic accommodations can only be made after the instructor receives the 'Notice of Approved Accommodations' from the student.

Students with approved accommodations are encouraged to submit the 'Notice of Approved Accommodations' to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations.

Additional information about the Office for Students with Disabilities is available at <http://www.austincc.edu/sas>

**Communication** - The ACC online Blackboard system <http://aconline.austincc.edu> and the ACCmail accounts will be used as the official communication system during this semester. Lecture notes, handouts, changes to course schedule or assignments and your grades will be posted on Blackboard and all email communication will be via the ACCmail accounts. All students are expected to check both Blackboard and their ACCmail accounts on a regular basis. For information on how to log onto Blackboard and ACCmail please visit the following sites: <http://irt.austincc.edu/blackboard/StudentSupport.php> and <http://www.austincc.edu/google/>.

As your instructor, I will email you only at your ACC account. Likewise, you should only use your ACC account when communicating with instructors and staff.

For this course, I will:

- Answer emails by 5:00pm each day. If I get your email after 5:00pm you will get a response on or before 5:00pm of the following day.
- Not normally answer emails over the weekend from 5:00pm Friday to 8:00am Monday.
- only answer questions from your ACC email account to mine, or from Blackboard

**Safety Statement** - Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at <http://www.austincc.edu/ehs>.

Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at <http://www.austincc.edu/emergency/>.

Please note, you are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending future activities.

**Department of Labor Disclaimer:** This product was 100% funded by a 2.1 million dollar grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

## 16 Week - Course Schedule

<b>Competency</b>	<b>Week</b>	<b>Topic</b>	<b>Project</b>
	Week 1	Course Orientation	
Comp 1	Week 2	Discover the Design Thinking Process	Gift Experience
Comp 2	Week 2-8	Use the Design Thinking Process	Dining Experience
Capstone	Week 9-16	Solve a Problem Using Design Thinking	City of Austin Social Design Challenge



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