

ART 140-M1 Intro to Graphic Skills

Spring/2016

Instructor: Wonjung Jung

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Tu. Th 12:00PM - 1:20PM NRCC Mall Auditorium C122

Office Hours: Tu. Th 11:00PM - 12:00PM (I'm available to meet before class by appointment.)

Introduction

This course is a study of fundamental techniques in InDesign. During the course the student will work with InDesign techniques, gaining an understanding of how to compose and print textual and graphic materials. The student will create examples of typical publications of posters, brochures, book covers, CD covers, etc. Each lecture consists of PowerPoint presentations, group discussions and critiques.

Student Learning Outcomes

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

- Describe the components, techniques, and purposes of desktop publication.
- Produce layouts incorporating graphic elements.
- Create, view, rearrange and manipulate artwork on layers.
- Make multiple-page layouts demonstrating mastery of layout principles.
- Create a Portable Document Format (PDF) document.
- Place a Photoshop file in InDesign and transform a placed image.
- Create a portfolio that reflects their abilities in using InDesign.

Instructional Methods

This course can utilize a mixture of direct and indirect instruction consisting of lecture, class discussion, demonstration, blackboard, collaboration and multimedia videos and Power Points.

Instructional Materials

- Adobe InDesign CC Classroom in a Book (2015 release) By [Kelly Kordes Anton](#), [John Cruise](#)
Published Aug 26, 2015 by [Adobe Press](#). ISBN-10: 0-13-430813-1 ISBN-13: 978-0-13-430813-5
- USB Flash Drive

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.

More than **7 absences**, for any reason, will automatically result in a failing grade for the course.

Plagiarism Policy

Students who are plagiarizing on any assignment will be given a zero. To plagiarize is "To use and pass off as one's own the ideas or writings of another." (Definition adapted from the American Heritage Dictionary.)

Remember that plagiarism includes lifting words or ideas from Internet sites, as well as copying from print sources.

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. Late withdrawal appeals will be reviewed and a decision made by the Director of Student Services.

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 in each class throughout the semester. In accordance with the No-Show Policy, a student who has not attended class 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) 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.

Disability and Diversity 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 Counseling Center for assistance in developing a plan to address your academic needs.

The NRCC community values the pluralistic nature of our society. We recognize diversity including, but not limited to, race ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our

commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at NRCC or who otherwise participate in the life of the college.

Grading

- Attendance – 290 points (minus 10 pts for each absence)
- Weekly progress– 120 points (10 pts each)
- 6 Projects – 240 points (40 pts each)
- Research paper – 25 points
- Presentation – 25 points (grade by classmates)

- Total 700 points 650—700 **A** 600—649 **B** 550—599 **C** 500—549 **D**

Projects will be graded upon the following criteria:

10 points- Ideation (How strong are the concepts?)

10 points- Appropriateness (Does the solution fit the problem?)

10 points -Craft (How professional is the final delivered project?)

10 points -Communication (How well is the form, behavior and rationale of your project presented and communicated?)

SEMESTER CALENDER (This is tentative.)

1	Contents	In-class Project	Due
26	Intro	Thumbnail sketches of brochure	
28	Adding & editing text	Self-promotional brochure	

2

2	Adding & replacing graphics		
4	Moving objects		
9	Printing & creating a PDF		
11	Your workspace	Post weekly progress 1	
16	Creating a document		
18	Managing pages	Post weekly progress 2	
23	Text		Project 1 Self-promotional brochure
25	Graphics	Post weekly progress 3	

3

1			
3		Post weekly progress 4	Project 2 Business brochure
8 10	Spring Break!!		
15			Research Paper
17		Post weekly progress 5	
22			
24		Post weekly progress 6	
29			Project 3 Book Cover
31		Post weekly progress 7	

4

5			
7		Post weekly progress 8	
12			Project 4 CD Cover
14		Post weekly progress 9	
19			
21		Post weekly progress 10	
26			Project 5 Book Cover
28		Post weekly progress 11	

5

3		Post weekly progress 12	
5			
10	Presentation		Final Project