

When	Mondays, 2:10pm – 5:00pm
CRN	42464
Where	Building 13, Room 0211
Who	James Khazar
Office	Hours Mondays, 10:30-11:00am and 5:00-5:30pm, Building 13, Room 207
Email	classes@khazar.com

Units

3 units, 39 2/3 hours lecture, 32 other hours

Course Description

MART 378 is an introductory course in page layout for graphic design for both print and electronic publication. Through projects and assignments, students integrate sound design principles and digital software skills in the creation of multiple page documents. Both Macintosh and Windows environments are supported.

This course is built around the use of the current version of the industry-leading page layout software, Adobe InDesign. We will work closely with our textbook, Adobe InDesign Classroom In A Book, and use the software to create typical page layout projects, including a one-page black and white page, a four-page multi-column newsletter with photographs, sample pages for a large document textbook project, a four-color product brochure and an e-book. Topics include:

- Getting to Know InDesign
- Setting Up A Document and Working with Pages
- Working with Objects
- Flowing and Editing Text
- Working with Typography
- Working with Color
- Working with Styles
- Importing and Modifying Graphics
- Creating Tables
- Working with Long Documents
- e-book formatting

One hour of time outside the scheduled class is required in the lab per week. Please check the open studio schedule (available in the 2nd week of classes) for available times. This schedule will be posted in lab and on the web. If you choose not to work in the lab, you must fill out an off-campus hours form, which can be downloaded [here](#) and hand it in at the end of the semester.

Lab times devoted to assignments are as follows:

Weeks 1-4	1/14 - 2/11	One Page Black and White
Weeks 4-9	2/11 - 3/11	Four Page Newsletter
Weeks 9-14	3/11 - 4/15	Four Color Brochure
Weeks 14-18	4/15 - 5/13	eBook
Weeks 1-18	1/14 - 5/13	Text Book

Administration

Grading**Grading Scale**

A+	100-96	C+	70-66
A	95-91	C	65-61
A-	90-86	C-	60-56
B+	85-81	D	55-50
B	80-76	F	0
B-	75-71		

Grading Components

85% Projects 15% Class Participation

Grading is based on assignments and participation in class and crits.

Assignments must be complete to receive a passing grade.

Rules

- All assignments are due at the beginning of class
- Late assignments are lowered by one full grade
- Assignments will not be accepted for grading at all after the beginning of the next class session after it's due
- Attendance at the final is required
- Plagiarized work will be immediately failed
- Creativity and neatness count!

Attendance

- A total of three unexcused absences will cause you to fail the class. Please clear all absences with the instructor. Any material missed due to an absence is the responsibility of the student. Attendance at the final is mandatory for a non-failing grade.
- Two lates equals one absence. Leaving early (without prior permission from me) is equivalent to arriving late.

Misc.

- There are locations on campus for email and surfing the web. Don't do these things during lectures/demonstrations/critiques.
- Please consult your class schedule for any drop class information and CR/NC grading policies, as this is the responsibility of the student.

Important Dates

Monday, Jan. 21st	MLK Day holiday. No class.
Monday, Jan. 28th	Last day to register (ADD). Last day to drop and get partial refund.
Sunday, Feb 3rd	Last day to drop without a "W" on record Last day petition for Pass/No Pass
Monday, Feb 18th	Presidents Day holiday. No class.
Mon, Apr 1st	Spring Break holiday. No class.
Mon, May 13th	Final

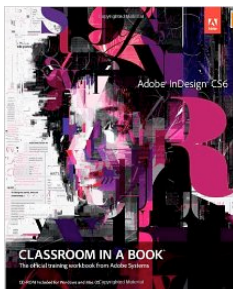
Guidelines For A High Grade (B+ Or Higher)

- Attend all classes and avoid being late or leaving early
- Participate in critiques and volunteer constructive criticism to other student's work
- Do your reading and research for your projects and explore more than one design solution
- Successfully incorporate skills and disciplines acquired from earlier projects into future projects
- Neatness counts! Turn in clean, well-presented work.
- Be resourceful, be creative and when in doubt, ask

Materials

- Removable storage (USB Jump Drives: 512MB at least) for storing your assignments and backing them up. All projects must be kept throughout the semester for the final presentation. Lost files are not an acceptable excuse – back up your work!

Required Text



Adobe InDesign CS6 Classroom In A Book
Adobe Creative Team
June, 2012
ISBN-13L 978-0321822499