Bergen Community College
Division of Arts and Humanities
Department of Art

Computer Layout, Art-220

Date of Most Recent Syllabus Revision:_ _____
Course Typically Offered: Fall_X__ Spring__X_ Summer___ Every Semester____ Other_____
Syllabus last reviewed by: BCC General Education Committee   ____   Date:_____
(Most courses need review   Ad Hoc Committee on Learning Assessment   ____   Date:_____
by only one of the following)   Curriculum Committee: _ __   Date:

A syllabus for this course must include as much of the following information as is applicable. It is understood that syllabi will vary considerably from department to department, program to program, and discipline to discipline, contingent upon departmental, program, and discipline policies and practices. In adopting these guidelines, there is no intention to impose a "one size fits all" syllabus or course outline format on departments, programs, and disciplines.

Basic Information About Course and Instructor

Semester and Year:
Course and Section Number: Art-220-
Meeting Times and Locations:

Instructor:
Office Location:
Phone:
Office Hours:
Email Address:

Course Description

This course is designed for students knowledgeable in typography wishing to expand their skills in a hands-on creative manner. Students design and set type for advertising, publishing and corporate business problems.
This course familiarizes students with the basics of layout and design including various implications of two-dimensional designs in print. Layout software such as InDesign is used to develop basic skills in creating layout and design on Macintosh computers.
2 lectures, 2 labs, 3 credits
Prerequisite: ART-226

Student Learning Objectives: As a result of meeting the requirements in this course, students will

• acquire basic skills in layout applications
• construct and design layouts from start to finish
• develop creative concepts in design

Means of Assessment

The following methods will be used to assess the learning objectives of this course:
   •   Weekly assignment will be used to evaluate layout software skills and creativity in design
   •   Final project presentation

Course Content

This course provides students with basic skills for creating electronic page layout using InDesign software. Students will be introduced to industry standards used in designing for publishing.

Structure of class:

Each class will include lecture, demonstration, and discussion of projects or assignments.

Students are expected to
- Come to class prepared to work on the weeks' assignments, which includes bringing the necessary reference material collected outside Lab hours.
- Spend a minimum of four hours per week, in out of class work, in free lab time or on home workstation.
- Complete readings and conduct research for completing assignments.

Special Features of the Course

In addition to the layout software students will be using Adobe Photoshop, Illustrator, browser software and Microsoft Word on Macintosh computers.

Course Texts and/or Other Study Materials

Required Text: InDesign CC: Visual QuickStart Guide, Sandee Cohen, Peachpit Press; ISBN-10: 0-321-92957-8, ISBN-13: 978-0-321-92957-0
Price: $31.99

Grading Policy

- Class attendance and participation 20%
- Successful completion of all assignments 60%
- Final project presentation 20%

Midterm and Final Grade: Only student present in class for Midterm and Final Critique will be graded.

Projects, assignments, are evaluated based on achievement of technical skills, creative concept development, thoughtfulness, attention to detail, effort, and originality of approach.

This course primarily uses hands-on learning; therefore class participation is an essential component of student success.

As per the College grading policy, F= failure, D = below average, C = average, B = above average, A = extraordinary.

Class Participation

Your preparation and contributions to class activities, your timely arrival to each class, your attendance, your attentiveness, your behavior, and your attitude towards the course determine your class participation. It may affect your final grade in a positive or negative manner and will effect your final grade average.

Assignments

All assignments are due weekly and will be graded weekly.
All assignments are to be completed in Mac Format.
There will be no make up dates for Midterm or final Critique.

BCC Attendance Policy:

All students are expected to attend punctually every scheduled meeting of each course in which they are registered.
Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course.
These will be established in writing on the individual course outline.
Attendance will be kept by the instructor for administrative and counseling purposes.
Instructor Policy: Students are expected to attend all classes. In the event of an occasional absence you will be responsible for making up missed lessons and assignments. Arriving late or leaving early will count as a partial absence and will affect your grade. 4 absences will equal an F grade.

Student and Faculty Support Services [optional but recommended]

Student and Faculty Support Services		
The Distance Learning Office – for any problems you may have accessing your online courses	Room C-334	201-612-5581 psimms@bergen.edu
Smarthinking Tutorial Service	On Line at:	www.bergen.edu/library/learning/tutor/smart/index.asp
The Tutoring Center	Room L-125	201-447-7908
The Writing Center	Room L-125	201-447-7908
The Online Writing Lab (OWL)	On Line at:	www.bergen.edu/owl
The Office of Specialized Services (for Students with Disabilities)	Room S-131	201-612-5270 www.bergen.edu/oss
The Sidney Silverman Library – Reference Desk	Room L-226	201-447-7436

The Bergen Community College Food Pantry is available to meet the urgent needs of members of our campus community. The Food Pantry provides non-perishable food items, toiletries, and additional support services in an environment that emphasizes discretion and confidentiality. Anyone needing assistance is encouraged to visit HS-100 (Office of Health Services)Monday through Thursday from 9am-4pm and on Fridays from 9am-3pm.   Donations will also be accepted at HS-100. Please call 201-447-9257 for more information.

Course Outline and Calendar

Week / Reading	Topic	Weekly Assignment
Week 01 *Chapter 01*	Getting Started	Page layout for the" Editor's Note" page of magazine
Week 02 **Chapter 02**	Document Set Up	Cover design for the Labyrinth magazine
Week 03 **Chapter 03**	Basic Text Extensis Suitcase Fusion	Re-design the post card for the upcoming Opera at Gotham Chamber Opera.
Week 04 **Chapter 04**	Working with Objects	Create a page layout for the NY magazine page. Must include complex image frame w/clipping path.
Week 05 **Chapter 05**	Working with Colors	Redesign the brochure as in the sample handed out in class.
Week 06 **Chapter 06**	Fills, Strokes and Effects	One page magazine advertisement using the inverted text method. example: Whitney Museum Biennial exhibit.
Week 07 **Chapter 07**	Points and Paths Output	Create a spread. Demonstrate the proper use of effects in this layout. Create a facing page document
Week 08,	MIDTERM REVIEW	Group Critique
Week 09	SPRING BREAK	
Week 10 **Chapter 08**	Imported Graphics	Document corrections of midterm
Week 11 **Chapter 09**	Text Effects	Create design and layout for a poster.
Week 12 **Chapter 10**	Pages and Books	Create design and layout for a book cover

Week / Reading	Topic	Weekly Assignment
Week 13 *Chapter 13*	Tabs and tables	Final project proposal
Week 14 *Chapter 14*	Automating your work	Completed electronic file for Final project
Week 15	Output Final Preparation	In class printing
Week 16,	FINAL REVIEW	Individual meeting and critique

Note to Students: This Course Outline and Calendar is tentative and subject to change, depending upon the progress of the class.