



Desktop Publishing

Syllabus

Desktop Publishing
VICO 314/514
Call No. 06154/06155
10:10-Noon M & W
Seigfred 303



Class Goals

This 5 credit-hour class provides instruction for designing and producing documents using QuarkXPress on desktop computers. Emphasis is placed on learning the tools of the program as well as learning design skills necessary to create visually appealing, easy to read documents.

Attendance Policy

Attendance will be taken randomly. A student may have only 2 unexcused absences. Your grade will be reduced by one-third of a letter grade for each additional absence. Any student listed on the class roll not attending the first week of class will be dropped.

Grading Policy

The final grade will be determined as follows:

Assignments	70%
Final Project	30%
Attendance ... (see attendance above)	

Remakes

Unlike in the business world, an assignment that received a low score can be redone any time during the quarter before finals. If it is better than the original submission, your grade will be changed to reflect the new score. If the new score is not better, then no change will be made. Because of the advantages of hind-sight, grading of remakes is more stringent.

Late Assignments

Late work is discouraged. In business,

missed deadlines cost money and are not tolerated. Jobs are lost as a result. To encourage good working habits, late assignments will be given a score 2 letter grades below their usual worth. While you can remake late work, it will forever bear the 2 letter-grade penalty.

Dishonesty

While design elements are often borrowed from other designers, outright copying of a design is considered cheating and will be dealt with as such. Blatant copying of another's design will result in a failing grade for the class.

Books etc.

- *QuarkXPress for the Macintosh – Visual Quickstart Guide*
- *Any others mentioned in class*

Also, you will need at least one ZIP disk for storing your work.

Office Hours

Bill Schneider, room 301G Seigfred Hall. Office hours are 3:30-5:00 T,Th, and 9:00-11:00 T. Please schedule appointments through the VisCom office.