College of Lake County
19351 West Washington Street
Grayslake, Illinois 60030-1198

Instructor: NataLee R. DeMichele
Class: CIS290 Introduction to Quark XPress

Dates: January 25,2002–May 17, 2002
Day: Friday
Time: 6:30–9:20 pm

Course Description

In this class you will gain an introduction to desktop publishing. After completion of the course, students are expected to be familiar with basic desktop publishing terminology and be able to produce documents containing both text and graphics. Lab time outside of class is required.

Prerequisites

The College of Lake County strongly recommends Admission or English 108/109 prior to taking this class.

Registration etc…

You must register to be in this class. If you wish to take this class and have not registered, REGISTER NOW. http://www.clc.cc.il.us/selfserv.htm is the place to go online to add or drop classes at College of Lake County.

Course Objectives

Upon completion of this class you should be able to…

1. Be familiar with the terminology used in desktop publishing.

2. Be familiar with the components of a desktop publishing system.

3. Be familiar with the concepts of good design.

4. Be able to perform basic desktop publishing operations to complete a variety of documents.

Course Requirements

Fundamental Quark XPress 4, by Steve Bain
Three 3.5" double-sided diskettes.
Handouts supplied by instructor.
Students are responsible for all information presented throughout the semester, including textbook material, lecture notes, and handouts.

Grades

Grades are determined based on a simple point system

Scoring		Grade Scale	
Quizzes	150 points	720–800	A
Midterm	150 points	640–719	B
Final	150 points	560–639	C
Design Review	75 points	480–559	D
Project 1	100 points	479 and below	F
Project 2	100 points		
Participation	75points		
Total Points	*800 points*		

Homework and Stuff

Projects: Projects are an integral part to desktop publishing. Students are required to complete several textbook projects as well as creative assigned projects throughout the semester. Class time will be allocated for project work, time permitting. Projects must be turned in on disc with hard copy. Lab time outside of class is expected and required.
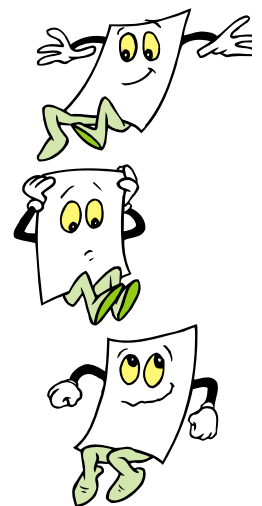
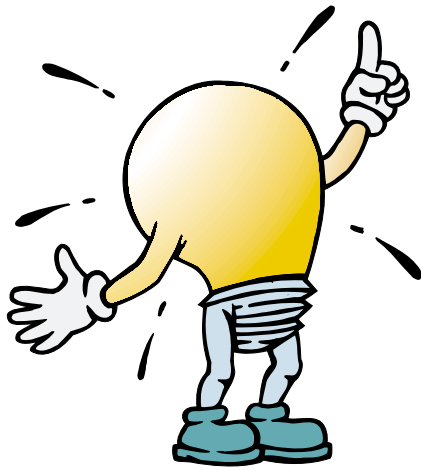Design Review: Students review a minimum of four designs using the elements of design. Students must select a variety of materials (brochures, posters, two-folds), where two designs represent good design and two designs represent bad design. The designs and written evaluation should discuss the design's strengths, weakness, and areas for improvement.

Project One: Students select either a non-for-profit organization or personal company for this project. The students will redesign the organization's business card and letterhead. The student is also required to submit a "design needs statement" for the group with this project. (precursor to Project Two).

Project Two: Students expand upon the initial designs from Project One. Students submit two additional design pieces / publications for their organization, based on the design needs statement. The publication types must be approved by the instructor no later than April 19. Examples include an information pamphlet, price list (for a company), a menu, a company newsletter.

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Textbook Projects: The best way to learn desktop publishing is to try it. Students are expected to complete all projects / steps in the textbook prior to discussion in class.

Readings: Students are expected to read all assigned materials prior to discussion in class.

Quizzes: Three quizzes will be given throughout the semester. Students will be allowed to make up or retake one quiz. Quizzes and tests cover all material discussed in class, in the textbook, or on handouts. Expect pop quizzes.

Midterm and Final: The midterm and final are cumulative, comprehensive exams. Material will be discussed prior to exam date. Students are allowed to use some text/handout reference guides during exams however, instructor will designate which materials are allowed.

THERE WILL BE NO MAKE UP EXAMS...Sorry. But in the publishing world there are press deadines. No matter what the reason the project must make deadline. Such is the nature of the pre-press industry.

Participation and Attendance: Attendance is required in order to succeed in the class. Please arrive on time and ready to discuss all reading assignments. If you must arrive late, please enter the room quietly and take a seat in the back of the class. Discreetly ask those next to you if you missed anything. Also, please turn off all pages, cell phones, etc... during class.

Extra Credit: Students may receive up to total of five points for each class attended (three points for showing up, two points for participation). Students receive one "freebie" class (missed) without penalty. Students who attend all classes receive five extra credit points. Additional extra credit opportunities are available throughout the semester. See http://www.pixelwitch.com for weekly extra credit.

Recommended Reading
The Mac is not a Typewriter, by Robin Williams
The Non Designer's Design Book, by Robin Williams
The Quark XPress Book, by David Blatner
The Non Designers Scan and Print Book, by Sandee Cohen
Getting it Printed, by Mark Beach and Eric Kenly
MacWorld Quark XPress 4 Bible, by Galen Gruman, Barbara Assadi, John Cruise (Contributor)

Helpful Urls
http://www.pixelwitch.com Here you will find review notes, additional web sites and more!
http://www.clc.cc.il.us/ College of Lake County web site. There are a number of resources here!
http://www.quark.com/ Main site for the software developer that makes Quark XPress.
http://www.quark.com/products/xtensions/ Information on Quark XTensions which allow you to expand Quark's abilities.
http://www.rit.edu/~spmswww/frank/qxtips/qxtips.html Tips and tricks for Quark XPress
http://www.mediabuilder.com/ Free graphics
http://www.free-icons.com/index.shtml More free graphics

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Visit www.pixelwitch.com or 847-358-7449 for additional information on services.

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Course Schedule

Class Date	Lecture	Reading Due	Homework
1/25/02	Class overview	none	Begin Design Review
2/01/02	Review Chapter 01	pages 15–38	follow on PC with book
2/08/02	Review Chapter 02	pages 39–76	follow on PC with book
2/15/02	Review Chapter 03	pages 77–111	follow on PC with book
2/22/02	Quiz Review	15–111 all notes etc…	Design Review Due!
3/1/02	QUIZ!	on pages 15–111 and all notes, lectures etc…	
3/08/02	Review Chapter 04	pages 113–137	follow on PC with book
3/15/02	Midterm Review	all reading assignments, all notes etc…	follow on PC with book
3/22/02	MIDTERM!	all reading assignments, and all notes, lectures etc…	
4/05/02	Review Chapter 05	pages 149–179	follow on PC with book
4/12/02	Review Chapter 06 Quiz Review	pages 183–220 and 230-231,	
4/19/02	QUIZ!	on pages 239–337 all notes, etc…	Project One Due!
4/26/02	Review Chapter 07	pages 239–264	follow on PC with book
5/03/02	Review Chapter 09	pages 305–337 on pages 239–337	follow on PC with book
5/10/02	Final Review	on everything!	follow on PC with book
5/17/02	FINAL!	on all pages covered in reading assignments and all internet field trips, notes, lectures etc…	Project Two Due!

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