Term: 16-Week Course  
Course: ARTC-1305-43001  
BASIC GRAPHIC DESIGN  
Graphic design with emphasis on the visual communication design process. Topics include basic terminology and graphic design principles. (2 Lec., 4 Lab.)  
Course Dates: 1/22/2019 - 5/14/2019  
Class Location: L116

Instructor: Mandy Engleman  
Phone: 972-814-5693  
Email: mandyengleman@dccc.edu  
Office & Office Hours: L116 | By Appointment

A&C Division: G-Building: Room 138 | 972-860-7124

Course Drop Date: April 17, 2019  
Disclaimer: The instructor reserves the right to amend this syllabus as necessary.  

Next, you need to copy/paste/type your required syllabus elements in this area. Below is a checklist to help ensure you don’t miss anything:

**Course Prerequisites**  
None

**Course Objectives/Learning Outcomes**  
Define basic design terminology; apply the design process using graphic design principles; and demonstrate the use of design tools and equipment.

**Course Outline** (Units or topics of instruction (major dates should be noted))  
- Design Principles: Point, Line, Repetition, Rhythm, Symmetrical and Asymmetrical Balance, Color, Scale, Composition, Hierarchy, and Positive/Negative Space  
- Typography  
- Design History  
- Design Careers

**Required or Recommended Materials**  
- Book (see below)  
- Camera (your smartphone camera is fine--no need to buy something fancy)
- Pencils/pens
- Notebook
- Jump Drive (or "the cloud," for instance--Dropbox or Google Drive)
- Various art supplies--you will be notified as you need them
- Paper
- other items to be announced

**Textbook**

**Evaluation Procedures** (Weighting of assignments, exams, etc.)
Your grade will be based on Design problems, Pinterest boards, a midterm project, final project, and class participation as outlined below.

**Grading Scale** (Method of calculating final grade, using points, percentages, etc.)

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<th>TOTAL POSSIBLE POINTS</th>
<th>YOUR SCORE</th>
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**Exams and Assignments**
You are responsible for obtaining material which may have been distributed on class days when you were absent. This can be done through contacting a classmate who was present, by contacting the instructor, or on Blackboard (eCampus). Missed or late quizzes cannot be made up under any circumstances but with good cause and adequate notice, an early quiz may be given. **All assignments are due at the beginning of class on the date due. Late submission of assignments will be assessed a penalty of 10% per day. No exceptions are made.**
**Attendance Policy**

Attendance and participation in all classes, group critiques, and individual meetings is very important. However, three absences will be excused. Each absence, for any reason, beyond three will result in a reduction in the final grade by 1 letter grade. Students are allowed to be late 3 times (including class and individual meetings). Each late arrival beyond three, for any reason, will count as an absence. Attendance will be taken at the beginning of class. If you are late to class, it is your responsibility to notify me of your arrival and verify that your late arrival has been recorded. Arrival beyond 15 minutes after the scheduled time will be recorded as an absence. All late work will drop one full letter grade for each class day it is late. All late work must be turned in during class. An incomplete will be given in only rare cases, and for non-academic reasons.

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

**Classroom Etiquette**

**CELLPHONES** » Students are not allowed to use cell phones in the classroom during either lecture or lab time, including sending or receiving text messages, photographs or any other such use. Students needing to use their phones must leave the classroom.

**AUDIO & CONVERSATIONS** » Students who are in attendance in the college classroom must use headphones or “earbuds” to listen to any audio from the computers. Such students shall also refrain from talking during lecture and should speak in a very low volume during lab times so as to not disturb other students.

**CIVILITY** » Objectionable/offensive language, behavior, and viewing of the same will NOT be tolerated, and the student(s) will be asked to leave the classroom/lab.

**VISITORS** » No children under the age of 17 are allowed in the classroom at any time. No adult visitors are allowed in the class without permission from the instructor. Open lab hours in L117 and L116 are for Digital Media students only. Students not in the Digital Media program should go to the computer lab in L108.

**FOOD** » NO FOOD IN L117 (no lunch, snacks, candy . . . nothing). Eating is permitted in L116 at the table ONLY.

**DRINKS** » NO DRINKS ON THE DESKS. Any drink MUST be in closed, unbreakable containers and MUST be placed on the floor.

**PRINTER USE** » The printers in L117 and L116 are only to be used for Digital Media program class projects, and only those that are specifically assigned to be printed. NO exceptions.

**SECURITY** » If for any reason, you are the last person to leave either L116 or L117—even for only two minutes—you MUST lock and close the door behind you (in other words, no empty, open rooms!).