

# TYPOGRAPHY & TYPE DESIGN



The focus of this course is on the introduction to typography, design, classification, and the use of type as a design element. Students will be encouraged to use of the computer for revision of final designs using various illustrations/type design software.

## COURSE OUTCOMES

Through demonstrations, in-class discussion/participation and assignments students will:

- Learn the basic principles of typography and type design
- Learn how these tools are used for visual and typographic communications
- Understand the history of letterforms and typographic technology
- Learn and apply the vocabulary of typography
- Use Adobe InDesign efficiently as a page layout program
- Use Adobe Illustrator to draw and modify type
- Be able to choose appropriate type to convey content and meaning
- Demonstrate integration of text and graphics
- Apply the principles of design in compositions
- Solve design problems using type

## COURSE MATERIALS

Generally, you should have access to the same materials used in all previous Graphic Design/Art courses. The list provided here highlights tools that are especially important for this class.

- Sketch Pad/Journal 11" x 14"
- Flash Drive (8 GB min., optional)

- E-Gauge, 12" (Clear with increasing sizes of Ee, other measuring gauges, may also be called a Type Gauge)
- X-acto Knife with extra blades
- Pencils of your choice for drawing and sketching
- Sharpie Black Fine Permanent Black Marker(s)
- Portfolio
- Black Mounting Board (\$1.00 – 13" x 19", \$2.50 – 20" x 30", \$5.00 – 30" x 40" here on campus) – needed for submitting projects
- Color Printing Funds (.04 cents – 8.5" x 11" B/W, 0.55 cents – 8.5" x 11" Color, 0.65 cents – 11" x 17" Color) – if the system gets fixed

All projects are to be printed in color unless noted otherwise. Regardless of the working condition of the lab color printer, you are expected to have your project printed and ready for critique. This might mean paying for them to be printed off campus.

You may find these materials at:

- U of M Flint Bookstore
- Michaels Crafts – multiple locations
- MCC College Bookstore, Prah Center
- Dick Blick – online at [www.dickblick.com](http://www.dickblick.com)
- Joann Fabrics – Multiple locations
- Big Box Stores like Office Max, Staples, Meijer, and Walmart

## COURSE INFO

Mon/Wed 11:30 am - 2:25 pm  
VADC 103

Mott Community College  
3 credits/6 contact hours

Pre-requisites: Placement into RDNG-030 (ACSR-030), or completion of RDNG-016; Pre- or Co-requisite: ART 145 Prerequisite: ART 131 with a minimum grade of 2.5.

Classroom handouts, lectures, assignment sheets, announcements and other supplemental materials will be available for download at [blackboard.mcc.edu](http://blackboard.mcc.edu).

## INSTRUCTOR

Katie Krcmarik  
P: 248-321-3434 (cell)  
[kkrcmarik@hotmail.com](mailto:kkrcmarik@hotmail.com)  
@KatieKrcmarik

Office Hours:  
Varies, but I will be available on campus Mon, Tues, Wed, and Thurs.

## TEXTBOOK

Typography (Basics Design) by Ambrose & Harris, Fairchild Books; 1st edition (April 1, 2006), ISBN: 978-2940373352

The Graphic Design Reference & Specification Book by Poppy Evans & Aaris Sherin, Rockport Publishers; 2nd Edition (2013), ISBN: 978-1592538515

*Recommended* – Graphic Design The New Basics by Ellen Lupton & Jennifer Cole Phillips, Princeton Architectural Press, ISBN: 978-1568987026

# GRADING POLICIES

Your projects should be completed as specified on the provided assignment sheet. Exercises should also be completed as specified on the sheet. It is up to the discretion of the instructor to penalize for absences and lateness (and I will do so).

This course includes a midterm and final assessment. These assessments are designed with the purpose of reviewing your progress in the course. There will also be a variety of discussions, activities, design projects and exercises, all of which will be given specific deadlines for completion. You may need to spend time outside of class working on your projects. I expect reading to be completed outside of class so you can fully participate in class discussions and activities. All assignments are due at the start of the class date posted.

Late penalties are based on calendar days, not class days. Late work can be turned into the art office, during another class, or by arrangement with the instructor. It is, however,

better to turn in a project late, rather than not at all. I would also note that all projects can be resubmitted for a higher grade, but late points cannot be removed. It would be better to turn in a potentially bad project on time than a really good project late.

Late penalties:

- 1 day late = -5 pts
- 2 days late = -10 pts
- 3 days late = -15 pts
- 4 days late = -20 pts

After 4 days, assignments may not be accepted and a failing grade could be reported. Instructor can adjust this policy at her discretion.

## EXTRA CREDIT

Occasionally, the instructor, at her discretion, may make available an opportunity for a student to earn extra credit. This would be determined either on an individual basis, or as an opportunity for the entire class. Please pay attention to Blackboard to receive

information about extra credit opportunities if they arise.

## GRADING SCALE

Translation of 100 point system to college grade reporting is as follows:

1240-1153	....	100-93	.....	4.0	.....	A
1152-1091	....	92-88	.....	3.5	.....	B+
1090-1029	....	87-83	.....	3.0	.....	B
1028-980	.....	82-79	.....	2.5	.....	C+
979-918	.....	78-74	.....	2.0	.....	C
917-856	.....	73-69	.....	1.5	.....	D+
855-794	.....	68-64	.....	1.0	.....	D
793-0	.....	63-0	.....	0.0	.....	E

## DISCLAIMER

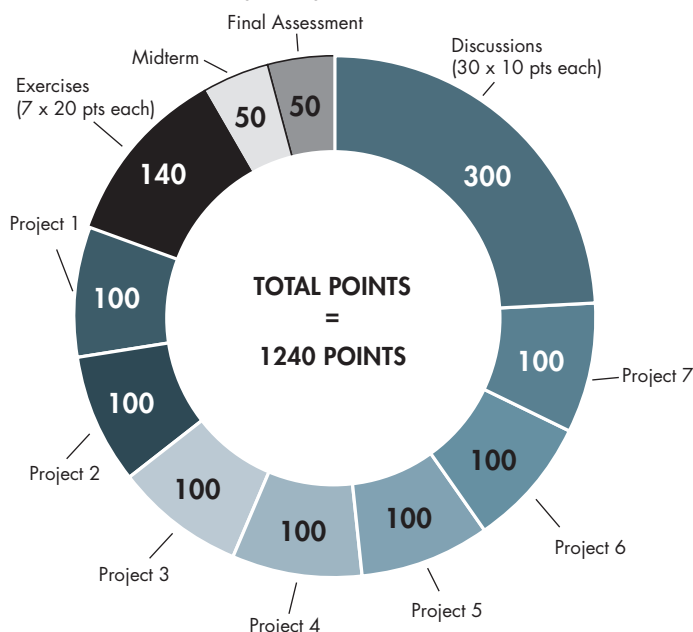
The grading information provided here is meant as a general guide. However, the instructor reserves the right to adjust the course grading policy as she deems appropriate.

## COMPLETE GRADING BREAKDOWN

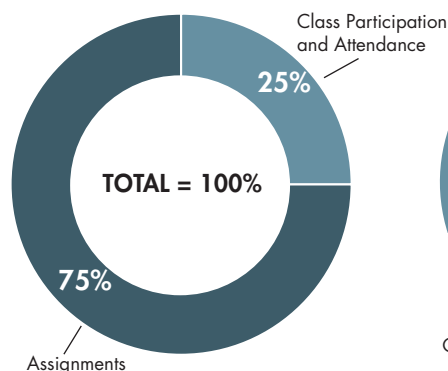
These graphs show the complete breakdown of your overall semester grading and your overall assignment points. They also show the breakdown of specific assignments

### SEMESTER GRADING

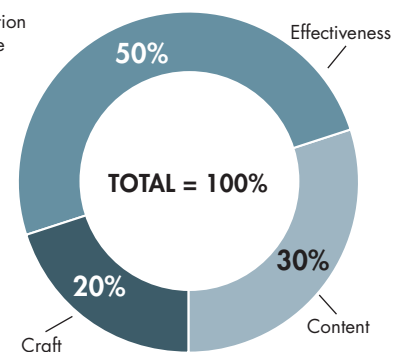
Your semester grading breaks down as follows:



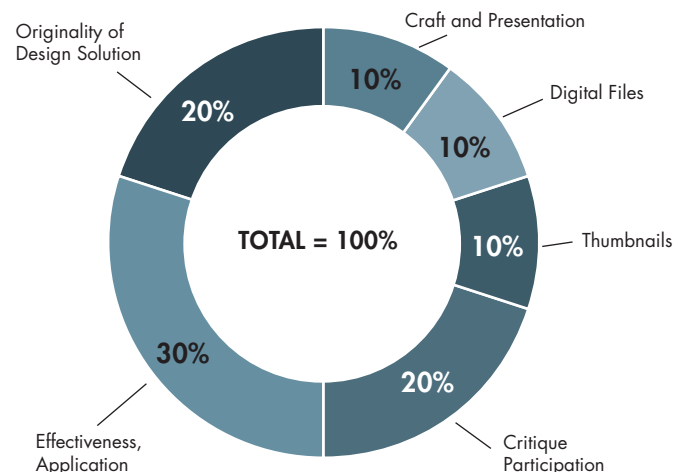
### FINAL GRADES



### EXERCISE GRADING



### PROJECT GRADING



## PARTICIPATION

Participation in class is expected and required. You should be prepared to offer your opinions during classroom discussions and actively participate in critiques. I do understand that talking in front of people may be hard for you, but I ask that you try to participate in some way. Students less comfortable participating in class discussion could take a more active role in other class activities and projects. Participation is part of your grade and a crucial factor when making final decisions about grades.

## CRITIQUES

This class will require you to present your projects in critiques both at the end of the project and during the project. These critiques are for the purpose of helping you improve your work. You should not take the feedback personally and should take it in the spirit it is intended. You will be expected to present your work and provide feedback on your classmates work. Engaging, respectful, intelligent, and articulate participation in all group critiques is expected. Missing a critique will result in a penalty to your final grade on the project.

## MIDTERM AND FINAL ASSESSMENT

Both assessments will involve a graded component. Both assessments will also include a review of your progress in the course including looking at your work. There may be additional components assigned to you during the assessments to demonstrate your typographic skills.

## EXERCISES

Exercises are shorter activities designed to assist you in improving your typography skills over the course of the semester. You will follow the instructions provided on the exercise sheet. These exercises should be completed individually. Exercises should be completed and turned in on the date specified. Exercises may be completed in class or outside of class.

## PROJECTS

Presentation is important here in the classroom setting (and for successful

employment in the real world). As such, you should follow the detailed presentation instructions provided for each assignment. If you lose your assignment sheet, all assignments are posted to Blackboard.

Presentation is part of your grade and is worth 20% on each project. You spent a lot of time creating your project so your presentation should reflect the time you spent. It could be the difference between one grade and another. PRESENTATION IS IMPORTANT!

Each assignment will be printed and mounted on black foam core board with a paper cover sheet hinged at the top with masking tape. You will also label the back of each piece with the following information:

- > Student name & number
- > Course # and name
- > Instructor's name
- > Assignment # and name
- > Date due and the date project was turned in to instructor.

Files/Folders for all assignments should be turned in by placing the completed file on the Class Shares. It is important that your name and the exercise name are in the file/folder name. Also make sure that you include all files needed to view your final work when turning in your digital file. This means including any linked images and fonts. Files/Folders not labeled correctly will be considered late as the assignment cannot be graded until the creator of the file can be identified.

All digital files should be named as follows:

YourLastName\_ART146\_Project#

Students are required to turn in a portfolio of all work at the end of the semester and participate in the student art show exhibition if chosen to do so. The student exhibition takes place after the end of winter semester in May. Each project needs to be clearly labeled with the above information to help facilitate the judging process and the return of work after the student show.

## HOW DO I GET AN A IN THIS CLASS?

Students often ask how they can get an A in my class. The below guide is meant as guidelines to provide you with some idea of what I'm looking for.

### Grade A

An A student will produce outstanding work. It will be original work and represent ideas not typically associated with the assignment. Your performance in all other aspects of class will also be outstanding. Further, you should:

- Attend all classes and be on time
- Turn in all work and turn it in on time
- Go above and beyond the basics on assignments
- Actively participate in classroom activities, critiques and discussions
- Exceptional craft and presentation

### Grade B

A B student will produce good work, but it will be predictable. While you will have pretty good performance in the class, your attendance and timeliness will not be outstanding. Further, you will:

- Will attend most classes (missing fewer than 3 classes) and be on time
- Turn in most work (missing five or fewer assignments) and be on time most of the time (late fewer than three times)
- Participate in classroom activities, critiques and discussions
- Good craft and presentation

### Grade C

A C student will produce average work and be lacking in overall classroom performance and timeliness. Further, you will:

- Will miss a number of classes (three to five) and may have issues with tardiness
- Missing a number of assignments (five to ten) and will often be late turning in assignments
- Minimal participation in classroom activities, critiques and discussions
- Deficient craft and presentation



# COURSE SCHEDULE

## WEEK 1

### MONDAY - 1/12/15

- 🗨 Discussion: Review Syllabus, General Overview of Typography
- ✂ In Class Activity: Ice Breaker
- 📖 Reading: Looking at Type in Typography (p. 10-33)
- 📅 Assignment: Find two examples of typography that you really like and think is good

### WEDNESDAY - 1/14/15

- 🗨 Discussion: Type Anatomy, Terminology
- ✅ Assign Project 1
- ✂ Exercise 1:
- 📅 Assignment: Complete exercise, Work on Project 1

## WEEK 2

### MONDAY - 1/19/15 NO CLASS MLK DAY

### WEDNESDAY - 1/21/15

- 🗨 Discussion: Review Thumbnails for Project 1, Basics of Illustrator
- ✅ Exercise 1 Due
- 📅 Assignment: Work on Project 1

## WEEK 3

### MONDAY - 1/26/15

- ✅ Project 1 Due
- 🗨 Critique Project 1
- 📖 Reading: Type Classification in Typography (p. 34-59)
- ✅ Assign Project 2

### WEDNESDAY - 1/28/15

- 🗨 Discussion: More Illustrator, Review Student Thumbnails
- ✂ Exercise 2: Type Measurement
- 📅 Assignment: Work on Project 2

## WEEK 4

### MONDAY - 2/2/15 Snow Day

### WEDNESDAY - 2/4/15

- 🗨 Work on Project, Prelim Critique
- ✅ Exercise 2 Due
- 📖 Reading: Work on Project 2, From Blackboard

## WEEK 5

### MONDAY - 2/9/15

- 🗨 Discussion: Critique of Project 2, Type in Motion, Overview of After Effects
- ✅ Project 2 Due, Assign Project 3
- 📅 Assignment: Work on Project 3

### WEDNESDAY - 2/11/15

- 🗨 Discussion: More After Effects, Review Student Storyboards, Work Day
- ✂ Exercise 3: Identify the Typeface
- 📅 Assignment: Work on Project 3

## WEEK 6

### MONDAY - 2/16/15

- 🗨 Work on Project, Prelim Critique
- ✅ Exercise 3 Due
- 📅 Assignment: Work on Project 3

### WEDNESDAY - 2/18/15

- 🗨 Critique of Project 3
- ✅ Project 3 Due
- 📖 Reading: Setting Type in Typography (p. 60-107), Choosing Fonts on Blackboard

## WEEK 7

### MONDAY - 2/23/15

- 🗨 Discussion: Hierarchy, Introduction to InDesign
- ✅ Assign Project 4
- 📅 Assignment: Work on Project 4

### WEDNESDAY - 2/25/15

- 🗨 Discussion: More InDesign, Review Student Thumbnails
- ✂ Exercise 4: Type Setting
- 📅 Assignment: Work on Project 4

## WEEK 8

### MONDAY - 3/2/15

- 🗨 Work on Project, Prelim Critique
- ✅ Exercise 4 Due
- 📅 Assignment: Work on Project 4

### WEDNESDAY - 3/4/15

- 🗨 Critique of Project 4
- 🗨 Mid Term Assessments
- ✅ Project 4 Due

**SPRING BREAK: 3/9/15 - 3/15/15 - NO CLASSES!!!**

## WEEK 9

### MONDAY - 3/16/15

- 🗨 Discussion: Page Layout, More Type Setting
- ✅ Assign Project 5
- 📖 Reading: Grids and Layout on Blackboard

### WEDNESDAY - 3/18/15

- 🗨 Discussion: InDesign and Page Layout, Review Thumbnails with Students, Work Day
- ✂ Exercise 5: Using Grids
- 📅 Assignment: Work on Project 5



## ★ REMEMBER YOU ARE RESPONSIBLE FOR ALL MATERIAL IF YOU MISS CLASS ★

<b>WEEK 10</b>	<b>MONDAY - 3/23/15</b> <ul style="list-style-type: none"> <li>☛ Work on Project, Prelim Critique</li> <li>☑ Exercise 5 Due</li> <li>☐ Assignment: Work on Project 5</li> </ul>	<b>WEDNESDAY - 3/25/15</b> <ul style="list-style-type: none"> <li>☛ Critique of Project 5</li> <li>☑ Project 5 Due</li> <li>📖 Reading: Type in Practice in Typograhly (p. 150-159)</li> </ul>
<b>WEEK 11</b>	<b>MONDAY - 3/30/15</b> <ul style="list-style-type: none"> <li>☛ Discussion: Type in the Environment (Possibly go to FabLab)</li> <li>☑ Assign Project 6</li> <li>☐ Assignment: Work on Project 6</li> </ul>	<b>WEDNESDAY - 4/1/15</b> <ul style="list-style-type: none"> <li>☛ Review Sketches with Students, Work Day</li> <li>✂ Exercise 6</li> <li>☐ Assignment: Work on Project 6</li> </ul>
<b>WEEK 12</b>	<b>MONDAY - 4/6/15</b> <ul style="list-style-type: none"> <li>☛ Work on Project, Prelim Critique</li> <li>☑ Exercise 6 Due</li> <li>☐ Assignment: Work on Project 6</li> </ul>	<b>WEDNESDAY - 4/8/15</b> <ul style="list-style-type: none"> <li>☛ Critique of Project 6</li> <li>☑ Project 6 Due</li> <li>📖 Reading: Type Generation in Typography (p. 108-123)</li> </ul>
<b>WEEK 13</b>	<b>MONDAY - 4/13/15</b> <ul style="list-style-type: none"> <li>☛ Discussion: Handlettering and Creative Typography</li> <li>☑ Assign Project 7</li> <li>☐ Assignment: Work on Project 7</li> </ul>	<b>WEDNESDAY - 4/15/15</b> <ul style="list-style-type: none"> <li>☛ Review Thumbnails with Students, Work Day</li> <li>✂ Exercise 7</li> <li>☐ Assignment: Work on Project 7</li> </ul>
<b>WEEK 14</b>	<b>MONDAY - 4/20/15</b> <ul style="list-style-type: none"> <li>☛ Work on Project, Prelim Critique</li> <li>☑ Exercise 7 Due</li> <li>☐ Assignment: Work on Project 7</li> </ul>	<b>WEDNESDAY - 4/22/15</b> <ul style="list-style-type: none"> <li>☛ Critique of Project 7, Get work ready for judging</li> <li>☑ Project 7 Due, All work must be ready for judging</li> </ul>
<b>WEEK 15</b>	<b>MONDAY - 4/27/15</b> <ul style="list-style-type: none"> <li>☛ Final Assessments</li> <li>☐ Last Day to Turn in Extra Credit, Project Redos, and Missing Assignments</li> </ul>	<b>WEDNESDAY - 4/29/15</b> <ul style="list-style-type: none"> <li>☛ Last of Final Assessments</li> </ul>

## ADD DUE DATES TO YOUR CALENDAR



PROJECT 1



PROJECT 5



EXERCISE 1



EXERCISE 5

MID TERM  
ASSESSMENT

PROJECT 2



PROJECT 6



EXERCISE 2



EXERCISE 6

FINAL  
ASSESSMENT

PROJECT 3



PROJECT 7



EXERCISE 3



EXERCISE 7

LAST DAY TO  
TURN WORK

PROJECT 4



EXERCISE 4



QUESTIONS OR PROBLEMS

This code will add my contact info to your phone so you don't need to look it up. Please get in touch with me if you need clarification on any assignments or are having any problems.

# COURSE POLICIES

Active participation in this course and classroom activities will have a direct impact on your ability to understand the subjects being dealt with, as well as your performance on various projects. As in the real world, unexcused absences or late arrival will be considered a lack of interest in being “employed” (and in this case being educated). This will be reflected in a lower grade. Students are expected to show up for EVERY class and be ON TIME in order to get the most out of classroom instruction, discussions, project work, and instructor feedback. It is important that you NOT schedule other appointments that conflict with your class participation.

## CELL PHONES/DEVICES

Cell phones should be on vibrate. If a call is important, please step into the hallway to take the call. DO NOT take phone calls in the middle of class. Please keep texting to a minimum. Laptops and tablets are welcome in the classroom, but should be used for class purposes. Your focus should be on learning the material.

## CONDUCT AND DISCUSSIONS

Everyone has a different point of view, and artists are particularly notorious for expressing theirs. Some folks are a little shy about speaking in front of others, especially during critiques and discussions. Encourage each other, participate, critique, but don't make any personal attacks. That said, students who do not show respect to their classmates or instructor may be asked to leave the class.

## FOOD AND DRINK

You may eat and drink in the classroom, but may not do so while sitting at a computer. Always clean up after yourself, including disposing of trash properly and washing up any mess you have left behind. If it is found that students cannot adhere to these guidelines, then no food or drink will be allowed at all in the classroom.

## SAFETY ISSUES

We will be using some materials that may be considered dangerous or toxic. These include paper cutters, mat and X-acto knives, solvent-based markers and glues. Please be considerate of your own and others safety in the use of these materials. All art materials must be carried in proper art bins/tool boxes and any liquids should be kept in airtight containers. Knives should be put away carefully in a latched box and used blades disposed of by taping it

in a larger sandwich of cardboard before tossing in the trash bin. The guillotine cutter and other paper cutters provided in the studio should always be returned to their “down” position. Hands should be kept away from the blade, holding the handle or left side of paper/board only.

## CLEANLINESS

Clean up is an important part of each project. Don't leave your artwork behind as a mess for someone else to find and deal with. A clean, well-maintained studio is an important part of making successful pieces of art. This classroom is a space used by many people. No one likes working in somebody else's trash. Pick up after yourself—your mother doesn't work here!

## PLAGIARISM/CHEATING

According to the policy of the college, plagiarism and cheating are considered Academic Dishonesty and may result in your dismissal from or failure in the course with possible academic consequences from the college, including becoming a part of your permanent academic record.

## HATS AND MODES OF DRESS

This is an art class. Dress as you see fit. However, you should also be considerate of your classmates and practice some good personal hygiene, try to avoid clothing that may be offensive to others or hats that get in the way of your ability (or others) to see what's going on in the classroom.

## PERSONAL ITEMS

Disks, books, and other personal items should be labeled with your name so that efforts can be made for their return in the event that you have left them behind. If you find something that does not belong to you, be sure to make an effort to return it to the



rightful owner or, if unavailable, turn it in to an instructor or the Art Office where it will be safely stored until the owner claims it. Students found to engage in unauthorized “borrowing” (stealing) from either the college or their fellow students will face academic discipline or worse.

## CAMERA & TAPE RECORDING

The use of tape recorders or camera/video phones in this class is forbidden without first obtaining written permission from the instructor. The instructor reserves the right to tape record or photograph during this class. Photos by students may only be taken as part of an approved assignment for this class, and only with the written permission of instructor.

## CONTACTING YOUR INSTRUCTOR

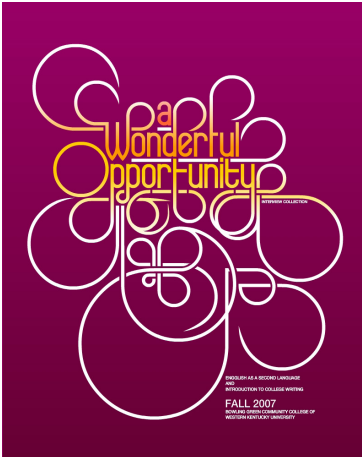
While I encourage you to get in touch in with me, please try to observe some courtesy. I will try to get back to you within 24 hours. If calling or texting, I ask that you not get in touch with me after 10 pm or before 8 am. When texting, please include your name in the message. When emailing, please put a subject line that states the subject of the email. My contact info is on the first page of the syllabus. That contact info is the best way to get in touch with me.

## TARDY

You will be considered tardy if you are more than 15 minutes late to class or leave 15 minutes early. If you do find yourself entering a classroom late or you must leave early, especially during a lecture, student presentation, or critique, please enter and be seated quietly without disturbing others.

## ABSENT

You will be considered absent if you miss more than 45 minutes of a class. Two



tardies will be considered one absence when reporting to government agencies (see Title IV below) and for determining class participation and attendance. Note that your class participation and attendance is worth up to 25% of your total semester grade. Please note that this can have a significant impact on your financial aid! Financial Aid requires that you regularly attend class in order to receive funds.

### EMERGENCY

Absences due to a bonafide emergency may be excused with written permission but will still be considered for grading and reporting purposes. If a medical emergency absence extends beyond two classes, the student should meet with me to discuss other options for completing or withdrawing from the course.

### PLANNED ABSENCE

Absences due to planned activities (i.e. regular doctor's appointments, family vacations, etc.) are not excused absences. No exceptions. This course meets at regular times and you should do everything possibly to avoid planning any absences during the semester. You are responsible for lecture notes, assignment due dates, etc. Missed materials for the week can be found on Blackboard and you can contact me with questions about the missed materials.

### INSTRUCTOR ABSENCES/TARDINESS

While it has only happened very rarely, should it be necessary for me to miss a class, an appropriate substitute instructor will be arranged. Your attendance is still required for this class meeting. In any case, a representative from the Fine Arts Division will issue a message to the class in case of class cancellation.

## COLLEGE POLICIES

### STUDENTS WITH DOCUMENTED DISABILITIES

Mott Community College is committed to providing equal opportunity for participation in all programs, services and activities and adheres to Section 504 of the Rehabilitation Act (1973) and the Americans with Disabilities Act, as amended (2008) to provide effective auxiliary aids and services for qualified students with documented disabilities. Requests for accommodations by students with disabilities may be made by contacting Disability Services at 810-232-9181 or on the web at [disability.mcc.edu](http://disability.mcc.edu). Once your eligibility for an accommodation has been determined, you will be issued an Instructor Notification Letter. Please present Instructor Notification Letters to instructors at the start of the semester and/or two weeks prior to the accommodation date (test, project, etc). Requests received after this date will be honored whenever possible.

### INCOMPLETES

A student must initiate a request for an "I" (incomplete) from the instructor. The "I" will be given at the sole discretion of the instructor. Typically, an "I" will be given only when the student (a) has completed at least 75% of the class but is unable to complete the class work because of extraordinarily unusual or unforeseen circumstances or other compelling reasons, (b) has done passing work in the course, and (c) in the instructor's judgement, can complete the required work without repeating the course.

### WITHDRAWAL

A "W" is a student initiated withdrawal and can be initiated up to the 90% point (approx. up until the last two weeks of class) in the course. Effective Fall 2006, the instructor initiated withdrawal will no longer be available. You **MUST** go to the registrar's office to initiate a withdrawal.

### NO SHOW

The instructor may assign an "NS" grade, which indicates that the faculty member has had, in their judgement, insufficient instructional contact with the student. This can be assigned as early as 20% into the course, but will not be assigned if the student has completed 50% or more of the course work. If the student has completed 50% or more of the coursework, the student must seek a Withdrawal from the course if he/she wishes to drop. Otherwise, the grade earned by the student will be issued.

### MCC EMERGENCY CLOSINGS

The college will be closed at the direction of the President when adverse weather or other conditions make it necessary. For closing information, call: 810-232-8989. You can also sign up online for notifications to your phone.

### TITLE IV FUNDING ELIGIBILITY

Federal and State guidelines require the college to keep attendance records in order for students to maintain their Title IV fund eligibility. Excessive absences may affect that eligibility.



# COMPUTER INFORMATION

## BLACKBOARD

Blackboard is an important part of this course. Your weekly self assessments will be administered through blackboard, all lectures, and assignments can be found there. It is an important source if you miss class. I will also make available additional materials on Blackboard including readings, assignment examples, and extra credit opportunities. I expect you to be able to login to blackboard as soon as possible.

## TO LOGIN AND ACCESS THE CLASS ON BLACKBOARD:

- Go to blackboard.mcc.edu.
- Type in your user name and password.
- On the right hand side of the screen, you should see My Course. Under My Course, you should be able to select this course by clicking on the name of the course from all courses listed.
- This will then take you into the course. All main course navigation is located on the left hand side of the screen. This is where you can locate all materials.

## GOOGLE DOCS/DRIVE

Google Docs, Sheets and Slides are a free, web-based word processor, a spreadsheet program, and a presentation program respectively, all part of an office suite offered by Google within its Google Drive

service. Google Docs will be especially helpful when working with your group on leading the discussion. One student can create a document and share it with the rest of the group to allow for easier collaboration. Google Drive is a great place to back up your work to and it is accessible anywhere.

## HOW TO ACCESS GOOGLE DOCS/DRIVE:

- Double-click on the Fire Fox or Internet Explorer icon. Next to Location or Address, type in webmail.mcc.edu and press Enter. Or, you can access it from the www.mcc.edu homepage.
- Type in your user name and password. It is the same user name and password that you use for all Mott logins.
- Once logged in to your email, you should see a nine square icon at the top, right of the screen.
- Click on the icon and select Google Drive.
- You should now be able to access your drive and all Google Doc apps like Word processing and Presentation options.

Need help with Google Docs? Get help here: <http://edutraining.googleapps.com/drive>.

You can also email me with specific questions or problems.

## ADOBE SOFTWARE

This course makes use of Adobe Illustrator, Adobe InDesign, and Adobe After Effects, all of which are part of Adobe Creative Cloud. You will have access to the software during class and outside of class in the lab. Please see the posted schedule to see when the lab is open for use.

If you have the funds available, you can purchase a membership to the Adobe Creative Cloud. The student/educator version is often available for \$19.99 a month, which gets you access to all Adobe software, fonts, and digital assets.



# IMPORTANT DATES

	FULL SEMESTER	1ST HALF	LATE START	2ND HALF
First day of class	January 10	January 10	February 9	March 5
Web Advisor Registration Closes	January 16	January 16	January 16	January 16
Last Day to Add without Faculty Consent	January 9	January 9	February 8	March 4
<b>Last Day to Drop Full Refund</b>	<b>January 16</b>	<b>January 16</b>	<b>February 16</b>	<b>March 18</b>
<b>Last Day to Drop Half Refund</b>	<b>January 21</b>	<b>January 21</b>	<b>February 19</b>	<b>March 23</b>
Date of Record	January 22	January 22	February 20	March 24
Last Day to Change to Audit Status	March 27	February 13	March 20	April 10
Spring Break	March 9 - March 15			
<b>Last Day to Drop with "W"</b>	<b>April 24</b>	<b>February 25</b>	<b>April 24</b>	<b>April 24</b>
Last day of class	May 1	March 4	May 1	May 1
Final Grades Due	May 4	March 6	May 4	May 4