PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

DESKTOP PUBLISHING
CGT 2140

Class Hours: 3.0          Credit Hours: 3.0
Lab Hours: 0.0          Revised: Spring 2011

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

A study of electronic publishing, including the integration of text and graphics. A functional lab will be included as a component of the course.

Entry Level Standards:

Basic Macintosh computer proficiency

Prerequisite:

Consent of instructor

Textbook(s) and Other Course Materials:

Required Text – Adobe InDesign® by Galen Gruman, Wiley Press, Latest Edition

Materials – Three CD-R discs, printer paper, and matboard as specified by instructor.
  Recommended – 1GB or larger Flash/thumb drive

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Review and introduction to Adobe InDesign® tools and menu.</td>
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<tr>
<td>2</td>
<td>Introduction to text and formatting/in class exercise; working with text and image; linking text boxes; document construction</td>
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<tr>
<td>3</td>
<td>In class exercise; modifying images/scanning/formatting - project #1 assignment Quiz</td>
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<td>4</td>
<td>Project #1 development; printing terminology; Selecting and applying spot color</td>
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<td>5</td>
<td>Preflighting; Usage; Collecting for output; project #1 critique; project #2 assignment</td>
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<tr>
<td>6</td>
<td>Item; Style sheets; Colors; H&amp;Ls; project #2 development</td>
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<tr>
<td>7</td>
<td>Project #2 development; Clipping Paths; Picture box shape editing</td>
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<tr>
<td>8</td>
<td>Mid-Term Review/Exam; project #3 assignment</td>
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<tr>
<td>9</td>
<td>Project #2 critique; Master pages; project #3 development</td>
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II. Course Goals*:

The course will:

A. Expand the student’s knowledge of Macintosh operating system, graphical user interface, hardware requirements, and peripherals for desktop publishing environments. I, II, III, IV

B. Direct the students toward a greater knowledge of Postscript page layout programs from an in-depth study of Adobe InDesign®. I, II, IV

C. Enhance the student’s understanding of color reproduction; spot color, process color, and printing color proofs. I, II, III, IV

D. Increase the development of imaging and drawing skills and incorporating graphics in page layout designs. I, II, IV

E. Expand the student’s development of typographic skills and an understanding of Macintosh font technologies. I, II, IV


III. Expected Student Learning Outcomes*:

The student will be able to:

1. Use Macintosh computer skills and understanding the structure and interface (menus, windows, icons, etc.) for page layout, illustration, scanning and image-editing software. A,B,D,E

2. Understand Macintosh hardware and peripherals including the scanner, the laser printers, and postscript color printers. A,B,C,D,E


4. Understand type and typography in page layout programs with an emphasis in Adobe InDesign®. A,B,D,E

5. Understand desktop color graphics; file formats; and page description language for high-resolution image setting. A,B,C,E

6. Integrate text and graphics in page layout design. A,B,C,D,E

7. Understand desktop color scanning and imaging. A,B,C,D,E
8. Understand electronic prepress systems and working with a service bureau. A,B,C,E


10. Pre-flight files prior to output. A,B,C,D,E

11. Demonstrate a basic understanding of commercial printing terms. A,C

12. Demonstrate a basic understanding of commercial papers and terminology. C

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

IV. Evaluation:

A. Testing Procedures: 25% of grade
   Quiz, Mid-term, and Final Practical Exam

B. Laboratory Expectations:
   Students will find it necessary to spend additional time in the Macintosh lab in order to successfully complete assignments.

C. Field Work:
   N/A

D. Other Evaluation Methods: 75% of grade
   Project Portfolio: 50%
   In-class exercises: 10%
   Attendance/Participation: 15%

E. Grading Scale:
   The final grade will be calculated from the factors as mentioned above and will be evaluated on a standard scale.


V. Policies:

A. Attendance Policy:
   Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of the Learning Division, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of the Learning Division.

B. Academic Dishonesty:
   Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following
practices:
• Cheating, including but not limited to unauthorized assistance from material, people, or
devices when taking a test, quiz, or examination; writing papers or reports; solving problems;
or completing academic assignments.
• Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting
published or unpublished work of another person, including online or computerized services,
without proper documentation of the original source.
• Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared
by another person or agency that sells term papers or other academic materials to be presented
as one’s own work.
• Taking an exam for another student.
• Providing others with information and/or answers regarding exams, quizzes, homework or
other classroom assignments unless explicitly authorized by the instructor.
• Any of the above occurring within the Web or distance learning environment.

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical
information to share, or need special arrangements in case the building must be evacuated
should inform the instructor immediately, privately after class or in her or his office. Students
must present a current accommodation plan from a staff member in Services for Students with
Disabilities (SSWD) in order to receive accommodations in this course. Services for Students
with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone:
539-7153 or TTY 694-6429. More information is available at
www.pstcc.edu/departments/swd/.

D. Other Policies—CGT Program:

1. Roll - Roll will be taken at the beginning of the class period. Three tardies will count as one
absence. In the event that you are late, be sure to have the instructor mark you present. Leaving
class early without prior approval from the instructor is not acceptable.
2. Make-up Work - In the event of an absence, students must use their own initiative to secure
lecture notes, assignments, and other information that might have been covered during the class
period.
3. Cell Phones - Please make sure all cell phone ringers are turned off during class periods.
Taking or making calls during scheduled class time is not appropriate unless the instructor has
prior knowledge of a critical or sensitive situation that may warrant an immediate response.
4. Internet - Checking e-mail or surfing the web during class is not an appropriate use of
scheduled instructional time unless it relates to a specific assignment for this class.
5. Music/MP3 players - Listening to music or any recorded material not specifically related to
subject matter being taught in this class is not appropriate during scheduled class time.
6. Lab Usage - Please remember that the Pelissippi State’s policy states NO FOOD OR
DRINK in classrooms. That policy is especially important in computer labs. Our Mac labs are
the best in the region—keep them clean!