PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

DESKTOP PUBLISHING
CGT 2140

Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Date Revised: Fall 2013

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:

Student is expected to be able to read on a college level, write using correct spelling and grammar, and have basic Macintosh computer proficiency with graphic design industry standard software, and be able to conduct research utilizing Internet and pertinent learning resources and techniques. Student should have sufficient manual dexterity to be able to use a graphic design industry standard keyboard and mouse simultaneously; trim, cut, score, fold, and fabricate artist’s comprehensives and mock-ups using x-acto knives and metal straight-edged rulers, rotary blade paper trimmers, scissors, and adhesives. Student should be able to make oral and visual presentations of projects and to actively participate in classroom critique sessions. Visual acuity, and correctable vision are also required.

Prerequisites:

CGT 1105 and CGT 1110

Co-requisites:

None

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 – 2GB or larger Flash/Thumb drive

I. Week/Unit/Topic Basis:

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<th>Week</th>
<th>Topic</th>
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<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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Preflighting; Usage; Collecting for output; project #1 critique; project #2 assignment
Item; Style sheets; Colors; H&Ls; project #2 development
Project #2 development; Clipping Paths; Picture box shape editing
Mid-Term Review/Exam; project #3 assignment
Project #2 critique; Master pages; project #3 development
Project #3 development
Project #3 development; Imposition; project #4 assignment
Project #3 critique; die-cut production; project #4 development
Project #4 development; preflight troubleshooting; digital portfolio development
Final exam review, digital portfolio development, project #4 critique
Final Exam – written and practical

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

*Roman numerals after course objectives reference goals of the Media Technologies — Communication Graphics program.

III. Expected Student Learning Outcomes*:

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

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

5. Understanding 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. Understanding 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:

   NONE

D. Other Evaluation Methods: 75% of grade

   Project Portfolio 50%
   In-class exercises 10%
   Attendance/Participation 15%
   (Refer to V. Policies, CGT Program)

E. Grading Scale:

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

   A  92–100
   B+  89–91
   B   82–88
   C+  79–81
   C   72–78
   D   65–71
   F   Below 65
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 Academic Affairs, 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 Academic Affairs.

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.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that 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 sending email to disabilityservices@pstcc.edu, or visiting Goins 127, 132, 134, 135, 131. More information is available at http://www.pstcc.edu/sswd/.

D. Other Policies:

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 Pellissippi 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!