

Pellissippi State Community College
Master Syllabus

DESKTOP PUBLISHING
CGT 2140

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Revised: Spring 2017

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.

Prerequisite(s)

CGT 1105 and CGT 1110

Textbooks(s) and Other Course Materials

Required Text – *Adobe InDesign CC* by Christopher Smith and the ACI Creative Team, Wiley

Materials – Recommended 2– 2GB or larger USB flash/thumb drive

Week/Unit/Topic

Week Topic

1. Review and introduction to InDesign CC tools and menu.
2. Introduction to text and formatting/in class exercise; working with text and image; linking text boxes; document construction
3. In class exercise; modifying images/scanning/formatting - project #1 assignment
4. Project #1 development; printing terminology; Selecting and applying spot color
5. Preflighting; Usage; Collecting for output; project #1 critique; project #2 assignment
6. Item; Style sheets; Colors; H&Ls; project #2 development
7. Project #2 development; Clipping Paths; Picture box shape editing
8. Mid-Term Review/Exam; project #3 assignment
9. Project #2 critique; Master pages; project #3 development
10. Project #3 development
11. Project #3 development; Imposition; project #4 assignment
12. Project #3 critique; die-cut production; project #4 development
13. Project #4 development; preflight troubleshooting; digital portfolio development
14. Final exam review, digital portfolio development, project #4 critique
15. Final Exam – written and practical II.

NOTE: This syllabus is subject to modification by instructor to best meet the educational progression of the students in this course.

Course Objectives

NOTE: Roman numerals after course objectives reference goals of the Design for Print program.

The course will

- A. Knowledge of Macintosh operating system, graphical user interface, hardware requirements and peripherals for desktop publishing environments. I, II, III, IV
- B. Knowledge of Postscript page layout programs from an in-depth study of InDesign I, II, IV
- C. Understanding of color reproduction; spot color, process color, and printing color proofs. I, II, IV
- D. Development of imaging and drawing skills and incorporating graphics in page layout designs. I, II, IV
- E. Development of typographic skills and an understanding of Macintosh font technologies. I, II, IV

Expected Student Learning Outcomes

NOTE: Letters after performance expectations reference the course goals listed above.

The student will

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 document construction in InDesign. A,B,C,D,E
3. Understanding Macintosh hardware and peripherals including the scanner, the laser printers, and postscript color printers. A,B,C,D,E
4. Understanding document construction in InDesign. A,B,C,D,E
5. Understanding type and typography in page layout programs with an emphasis in InDesign. A,B,D,E
6. Understanding desktop color graphics; file formats; and page description language for high-resolution image setting. A,B,C,E
7. Integrate text and graphics in page layout design. A,B,C,D,E
8. Understand desktop color scanning and imaging. A,B,C,D,E
9. Understanding electronic prepress systems and working with a service bureau. A,B,C,E
10. Prepare InDesign documents for high-resolution output. A,B,C
11. Pre-flight files prior to output. A,B,C,D,E
12. Demonstrate a basic understanding of commercial printing terms. A,C
13. Demonstrate a basic understanding of commercial papers and terminology.

Evaluation

Quiz, Mid-term, and Final Practical Exam

Testing Procedures: 25% of Grade

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

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

Field Work: **None**

Other Evaluation Methods: 75% of Grade

Project Portfolio.....	50%
In-class exercises	10%
Attendance/Participation	15%

(Refer to Policies, CGT Program)

Grading Scale:

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

A	90-100
B	+86-89
B	80-85
C+	76-79
C-	70-75
D	60-69
F	Below 60

Policies

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.

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.

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 Disability Services (DS) in order to receive accommodations in this course. [Disability Services](#) (<http://www.pstcc.edu/sswd/>) may be contacted via [Disability Services email](#) or by visiting Alexander 130.

Other Policies

Instructor Policy

- Missing more than 3 hours of the class time will result in lowering your final grade by one full grade. For example if your final grade is an A, you will receive a B for the course.
- Pellissippi State Community College is committed to the educational process and student learning. In the event of a prolonged college closure (of at least a week), the educational process will continue. Classes will meet by email contact and blog postings. Assignments will progress as usual, and you will be notified of any changes in due dates. The students are responsible for checking their Pellissippi State e-mail account and must proceed with assigned projects to successfully finish the course.