

APPLIED SCIENCE AND MANAGEMENT DIVISION
School of Business and Leadership
Winter Semester, 2018



COURSE OUTLINE

MMC 113

DESKTOP PUBLISHING WITH INDESIGN

**45 HOURS
3 CREDITS**

PREPARED BY: Jon Gelinas, Instructor

DATE: November 17, 2017

APPROVED BY: Margaret Dumkee, Dean

DATE: December 4, 2017

APPROVED BY ACADEMIC COUNCIL: (date)

RENEWED BY ACADEMIC COUNCIL: (date)



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APPLIED SCIENCE AND MANAGEMENT DIVISION

MMC 113

3 Credit Course

Winter 2018

GRAPHIC DESIGN

INSTRUCTOR: Jon Gelinas

OFFICE HOURS: Mon., Wed. 10:00 a.m. - 12:00 p.m. or by appointment

OFFICE LOCATION: T1026-D (Next to Multimedia Lab)

CLASSROOM: T1030A

E-MAIL: jgelinas@yukoncollege.yk.ca

TIME: 1:00 - 4:00 p.m.

TELEPHONE: 867.668.8766

DATES: Wednesdays, January 3 - April 11, 2018

COURSE DESCRIPTION

This course is designed to provide a thorough basic understanding of Desktop Publishing using Adobe InDesign. Students will receive training in basic and intermediate Desktop Publishing features, including; fundamental graphic design, how to determine the correct input/output criteria for a given job, working with typography and colour, preparing images for print, packaging your work for professional printing. The course will also explore creating and exporting EPUB publications.

PREREQUISITES:

Admission to the program.

EQUIVALENCY/TRANSFERABILITY:

Transferable to Thompson Rivers(online)

LEARNING OUTCOMES:

The successful completion of this course indicates that the student has reliably demonstrated the ability to:

- Layout various types of documents such as posters, brochures and booklets
- Optimize images for printing
- Package and prepare work for professional printing
- Integrate effective design principles
- Export in various formats including PDF and Epub
- Establish an efficient desktop publishing workflow

DELIVERY METHODS/FORMAT:

Conventional lecture and demonstration methods are used to present the theory portion while projects and assignments are utilized to reinforce and compliment the theory.

COURSE REQUIREMENTS:

It is not required that you own a computer, however the appropriate hardware (personal computer/laptop) and the course software (subscription to Adobe Creative Cloud) are strongly encouraged for optimal learning.

Students should purchase a USB flash drive, external hard drive or access cloud storage to back-up files and transfer files between school and home.

ASSESSMENTS:

Attendance and Participation

Regular attendance and participation is expected. If you must miss class, please inform the instructor ahead of time, if at all possible. It is the student's responsibility to take notes, to obtain missed assignments, announcements or material handouts for any class they have missed. The student is also expected to review topics as outlined in the syllabus prior to class.

Assignments:

Students are given assignments after each class to demonstrate their understanding of material covered during formal delivery and the application of this knowledge in a practical manner.

Final Project:

This project will assess the student's course knowledge in general since the beginning of term, and concepts covered in more detail since the mid-term evaluation.

EVALUATION:

Assignments	75%
Final Project	25%

REQUIRED TEXTBOOKS/MATERIALS:

Adobe InDesign CC Classroom in a Book (2015 release)

Adobe Press, Pearson Publishing ISBN 978-0134310008

** This textbook is not required as notes and web links will be provided. However, the course material is loosely based on this textbook so if you prefer to access your information in printed form this would be a valuable resource.*

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

COURSE OUTLINE

Please see your course page on YukonCollege.me (moodle site) for full

breakdown of topics covered and assignment dates.

This tentative schedule is subject to change.

Class 1 (Jan. 3)	Course Overview / The InDesign interface & Workspace Overview (Chapters 1)
Class 2 (Jan. 10)	Getting to Know InDesign (Chapter 2 start Chapter 3)
Class 3 (Jan. 17)	Setting Up a Document (finish Chapter 3/ start Chapter 4)
Class 4 (Jan. 24)	Working with Objects Flowing Text (Finish ch. 4 / Ch. 5)
Class 5 (Jan. 31)	Flowing Text Editing Text (Chapters 5 and 6)
Class 6 (Feb. 7)	Typography (Chapter 7)
Class 7 (Feb. 14)	Working with Colour (Chapter 8)
	Reading week - Feb. 22 – 26
Class 8 (Feb. 28)	Working with Styles (Chapter 9)
Class 9 (March 7)	Importing and Modifying Graphics (Chapter 10) / Creating Tables (Chapter 11)
Class 10 (March 14)	Creating PDF Forms (Ch. 14)
Class 11 (March 21)	Creating and exporting an E-Book (Chapter 15)
Class 12 (March 28)	More in E-Books
Class 13 (April 4)	Printing and Exporting (Ch. 13)
Class 14 (April 11)	Review and Final