



COURSE OUTLINE

MMC 113

DESKTOP PUBLISHING/INDESIGN

**45 HOURS
3 CREDITS**

PREPARED BY: Jon Gelinias

DATE: 2015/10/30

APPROVED BY:

DATE:

APPROVED BY ACADEMIC COUNCIL

DATE:

RENEWED BY ACADEMIC COUNCIL

DATE:



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DESKTOP PUBLISHING/INDESIGN

INSTRUCTOR: Jon Gelinas	OFFICE HOURS: M,W 10am - noon T, Th, F by appointment
OFFICE LOCATION: 1026D (by Multimedia lab)	CLASSROOM: T1030A (Multimedia Lab)
E-MAIL: jgelinas@yukoncollege.yk.ca	TIME: 1:00 - 4:00 p.m.
TELEPHONE: (867) 668-8766	DATES: Wednesdays

COURSE DESCRIPTION

This course is designed to provide a thorough basic understanding of Desktop Publishing using of 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

None.

EQUIVALENCY OR TRANSFERABILITY

AI GD 140 (3) AU COMP 2xx (3) TRU-OL CMPT 1xx1 (3)
NIC YUKO MMC 125 (3) & YUKO MMC 123 (3) & YUKO MMC 113 (3) = NIC IMG 102 (3)
TWU COMM 100 lev (3) UVIC ART 100 lev (1.5)

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

COURSE 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.

RELATED COURSE REQUIREMENTS

It is not required that you own a computer, however the appropriate hardware and the course software are suggested for optimal learning. Students should purchase a USB flash drive or external hard drive to transfer files to and from home.

ASSESSMENTS

Attendance & 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 most classes to demonstrate their understanding of material covered during formal delivery and the application of this knowledge in a practical manner.

Final Project

This in-class practical 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	70 %
Participation/Quizzes	10 %
Final Project	20%
Total	100 %

REQUIRED TEXTBOOK AND MATERIALS

Adobe InDesign CC Classroom in a Book (2015 release)
Adobe Press, ISBN 978-0134310008

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the Academic Regulations:

http://www.yukoncollege.yk.ca//downloads/Yukon_College_Academic_Regulations_and_Procedures_-_August_2013_final_v1.pdf

Attendance is integral to student success. Discussion and participation are particularly important in this class, and students are expected to attend regularly and punctually. If you miss a class, it is your responsibility to find out what you missed and to complete any work assigned.

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.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First

Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see <http://www.yukoncollege.yk.ca/yfnccr>.

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.

TOPIC OUTLINE

Week	Topic	Core Reading
1	Course Overview. The InDesign interface & Workspace Overview	Chapter 1
2	Getting to Know InDesign	Chapter 2, 3
3	Setting Up a Document	Chapter 3, 4
4	Working with Objects Flowing Text	Chapter 4, 5
5	Flowing Text Editing Text	Chapter 5, 6
6	Typography	Chapter 7
7	Working with Colour	Chapter 8
8	Working with Styles	Chapter 9

9	Importing and Modifying Graphics	Chapter 10
10	Creating Tables. Creating PDF Forms (Ch. 14)	Chapter 11, 14
11	Creating and exporting an E-Book	Chapter 13
12	More in E-Books / Printing and Exporting	Chapter 15
13		

Other readings and materials may be assigned or advised. A detailed syllabus is provided in class and is found on the course site.