

Course Syllabus



CS72.11A - Adobe InDesign

Course Description

This course will cover methods and techniques for layout, planning and producing a variety of printed materials. These include: basics of page layout, font selection and formatting, setting defaults, text and graphic placement, graphic scanning, and laser printing. Typical software uses include: self-published books, newspapers, newsletters, art catalogs, zines, brochures, magazines, interactive digital publications, pamphlets, advertisements, promotional and public relation materials.

Student Learning Outcomes

Upon completion of the course, students will be able to:

- Design and produce a mixed-media materials (graphic and text) using a current desktop publishing software product (Adobe InDesign) on a microcomputer.
- Show a basic understanding of the techniques/concepts of professional layout and design.
- ▶ Demonstrate knowledge about the graphic design industry and how microcomputer desktop publishing fits into that industry.
- ▶ Create and modify page layouts by effectively using the elements and principles of typography and graphic design.

Objectives

Upon completion of this course, students are expected to be able to:

- Know about innovations in computer hardware and how they have affected the modern day writer and publisher.
- Have experience practicing the skills and concepts involved in producing quality text.
- Be familiar with the techniques/concepts of professional layout and design.
- Be knowledgeable about the graphic design industry and how microcomputer desktop publishing fits into that industry.
- Design and produce a combination graphic and text product using a current desktop publishing software product on a microcomputer.
- Be familiar with innovations in computer software that affect the modern day writer and publisher.

You may find additional information on the [Course Outline of Record \(https://portal.santarosa.edu/srweb/SR_CourseOutlines.aspx?CVID=37505&Semester=20187\)](https://portal.santarosa.edu/srweb/SR_CourseOutlines.aspx?CVID=37505&Semester=20187).(COR) page for InDesign.

Course Material

Each week will involve reading at least one chapter of the book plus watching or reading any additional materials provided in the Canvas Module. There will also usually be a discussion, a project, and quiz/exam. The discussions will give us all a chance to connect, reflect, and sometimes even review each other's work. The projects allow you to practice the skills taught via the book and videos. The quizzes give you an opportunity to test your knowledge, as would be required for Adobe Certified Exams.

We will be using the InDesign program every week and the skills you learn one week will be used and enhanced in the next. It is important to complete all of the materials each week so that you can work up from the foundation to a more comprehensive understanding of the program.

Class Meetings

The in-person section will meet once a week on campus. The online section is asynchronous and can be done any time during the week. All material and activities for this class will be offered asynchronously in Canvas. There will be regular, optional office hours if you would like to meet via phone or zoom to answer your questions, review material, etc. Zoom is an excellent space for us to share our screens to work through any difficulties you may have while using the tools in InDesign!

Instructor Contact

Emily Hansen [pronouns: she/her]

Email: ehansen@santarosa.edu (<mailto:ehansen@santarosa.edu>) (or via Canvas Inbox)
(I usually respond to emails with 24 hours during the week and 48 hrs on weekends.)

Office Hours: Wednesdays 1:30-2:30 via Zoom, or other times by appointment.

Course Web Site

Students will use the Canvas course website for assignment instructions and demonstration videos, submitting assignments, viewing classmates' work, sharing resources, and viewing grades. All assignments will have due dates that can be viewed in the weekly **Modules** as well as in the Canvas **Calendar**.

Textbook

Adobe InDesign Classroom in a Book (2023 release)

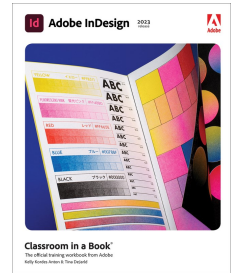
by Brian Wood

ISBN-13: 978-0-13-796744-5

ISBN-10: 0137967445

You may be able to locate and order textbooks (print or digital) online via the college bookstore.

This title (in both versions) is located on [Amazon.com](https://www.amazon.com/Adobe-InDesign-Classroom-Book-Release/dp/0137967446/ref=sr_1_1?crid=59BGVUL8JWQ2&keywords=adobe+indesign+classroom+in+a+book+2023&qid=1690796622&srefix=adobe+indesign+cl%2Caps%2C261&sr=8-1&ufe=app_do%3Aamzn1.fos.18ed3cb5-28d5-4975-8bc7-93deae8f9840) [↗](https://www.amazon.com/Adobe-InDesign-Classroom-Book-Release/dp/0137967446/ref=sr_1_1?crid=59BGVUL8JWQ2&keywords=adobe+indesign+classroom+in+a+book+2023&qid=1690796622&srefix=adobe+indesign+cl%2Caps%2C261&sr=8-1&ufe=app_do%3Aamzn1.fos.18ed3cb5-28d5-4975-8bc7-93deae8f9840) (https://www.amazon.com/Adobe-InDesign-Classroom-Book-Release/dp/0137967446/ref=sr_1_1?crid=59BGVUL8JWQ2&keywords=adobe+indesign+classroom+in+a+book+2023&qid=1690796622&srefix=adobe+indesign+cl%2Caps%2C261&sr=8-1&ufe=app_do%3Aamzn1.fos.18ed3cb5-28d5-4975-8bc7-93deae8f9840) and via [Adobe Press](https://www.adobe.com/store/adobe-indesign-classroom-in-a-book-2023-release-9780137967445) [↗](https://www.adobe.com/store/adobe-indesign-classroom-in-a-book-2023-release-9780137967445) (<https://www.adobe.com/store/adobe-indesign-classroom-in-a-book-2023-release-9780137967445>).



NOTE: If you have a 2022 version of the book, that should work as well. I cannot guarantee versions earlier than that, as I do not have copies of them.

Required Software

You will need the following software for this course.

[Adobe InDesign](https://www.adobe.com/creativecloud/plans.html?promoid=695P7SPW&mv=other) [↗](https://www.adobe.com/creativecloud/plans.html?promoid=695P7SPW&mv=other) (<https://www.adobe.com/creativecloud/plans.html?promoid=695P7SPW&mv=other>)

- A computer is required for this software. Chromebooks and iPads will not work.
- [College Buys](https://shop.collegebuys.org/articles/ACC_Student39_Landing.htm) [↗](https://shop.collegebuys.org/articles/ACC_Student39_Landing.htm) (https://shop.collegebuys.org/articles/ACC_Student39_Landing.htm) sometimes has deals on Adobe Products. At the time of this writing, they have a 6-month .edu license for \$40.
- Please check out the Week 1 Module in our class for the latest information!

[Google Chrome](https://www.google.com/chrome/) [↗](https://www.google.com/chrome/) (<https://www.google.com/chrome/>) is the recommended browser for using Canvas.

Optional Software

- [Adobe Reader](http://get.adobe.com/reader/) [↗](http://get.adobe.com/reader/) (<http://get.adobe.com/reader/>) (or similar PDF viewer to view PDF submissions and possible class supplemental information)
- [Open Office](https://www.openoffice.org/download/index.html) [↗](https://www.openoffice.org/download/index.html) (<https://www.openoffice.org/download/index.html>) (or similar Office application for spell-checking your written work)

Important Dates

Date Class Begins: 8/14

Date Class Ends: 12/8

Last Day Add w/o add code: 8/20

Last Day Add with add code: 9/3

Last Day Drop for Refund: 8/27

Last Day for P/NP option: 12/15

Last Day Drop w/o W: 9/3

Last Day Drop with W: 11/12

Date Final Exam: 12/11

Dropping the Class

If you decide to discontinue this course, it is **your responsibility** to officially drop it to avoid getting no refund (after 10% of course length), a W symbol (after 20%), or a grade (after 60%). Also, for several consecutive, unexplained absences, the instructor may drop a student.

Pass-No Pass (P/NP)

You may take this class P/NP. You must decide before the deadline and add the option online with TLC or file the P/NP form with Admissions and Records. With a grade of C or better, you will get P.

You must file for the P/NP option by 12/15/23. Once you decide to go for P/NP, you *cannot change back* to a letter grade. If you are taking this course as part of a certificate program, you can probably still take the class P/NP. Check with a counselor to be sure.

Instructor Announcements

The instructor will post announcements on the **Announcements** page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences as soon as the instructor creates an Announcement. The most recent Announcements can also be found at the top of the class Home page.

Attendance

Students who fail to attend the first class (face-to-face courses) or do not log-in to an online class after the second day of the semester will be dropped from the class. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact me to avoid being dropped from the class.

Late Policy

All assignments are due by 11:59pm PST on the due date. This will usually be Sunday nights as this is a Monday class. A late submission will receive a 3% penalty per day unless you have prior approval from instructor. Asking permission goes much further than begging forgiveness.

Exams

There will be online midterm and final exams. The material comes from the textbook, class lectures/videos and supplemental materials. If any exam is missed, a zero will be recorded as the score. It is your responsibility to take the online exams by the due date.

Grading Policy

Visit the "Grades" in Canvas to keep track of your grades. I grade once a week and post grades and comments on the online Canvas gradebook.

I use weighted grades based on the evaluation methods listed in the COR. The groups are:

- Discussions – 3-6 pts each - 10% of final grade
- Assessments – 20-30 pts each - 30% of final grade
- Projects – 20 pts each - 40% of final grade
- Quizzes & Exams – 5 pt quizzes, 20 & 30 pt exams - 20% of final grade

Final grades will be assigned as follows:

- A – 90% and above
- B – 80% to 89%
- C – 70% to 79%
- D – 60 to 69%
- F – 59% and below

If taking Pass/No Pass you need at least 70% of the total class points and completion of the midterm exam and the final exam to pass the class.

Resources for Students with Disabilities

Students with disabilities who believe they need accommodations in this class are encouraged to contact the [Disability Resource Center \(https://drd.santarosa.edu\)](https://drd.santarosa.edu), as soon as possible to better ensure such accommodations are implemented in a timely fashion. The Disability Resource Center (DRC) provides instructional support services for enrolled Mendocino College students who have a verifiable disability. The program serves the educational needs of students with disabilities recognized under Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Standards of Conduct

Each student is considered a responsible adult and it is assumed that each will maintain standards of conduct appropriate to membership in the college community. Emphasis at Mendocino College is placed on standards of student conduct rather than on limits or restrictions of students.

Specific information on student conduct is addressed in the College's Student Conduct Policy available in the Office of the Dean of Student Services in Ukiah or at the Lake and Willits Centers.

Student Conduct

Students shall conduct themselves in a manner which does not infringe on the right of others. Complaints which deal with State regulation, Titles VI and VII of the Civil Rights Act, Title IX of the Educational Amendment of 1972, or Section 504 of the rehabilitation Act of 1973 shall be handled by the college's Affirmative Action Officer.

Student grievances involving the interpretation, application, or alleged violation of College's rules, regulations, policies, and procedures shall be addressed in accordance with the College's Student Grievance and Due Process Policy and Procedures (Board Policy 534). For further information, contact the Dean of Student Services, Room 1000, MacMillan Hall or at 468-3105.

Other Important Policies and Practices

Avoid Plagiarism Like the, er, Plague

Although most students have likely heard about plagiarism during their years of schooling, it still is prevalent-even in higher education.

The video below reviews what plagiarism is and how not to do it.

[Plagiarism: How to avoid it](http://www.youtube.com/watch?v=2q0NIWcTq1Y)  (<http://www.youtube.com/watch?v=2q0NIWcTq1Y>)



<http://www.youtube.com/watch?v=2q0NIWcTq1Y>

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students to share information and ideas, but not their work.

Netiquette, or Why Is It Harder to Be Polite Online?

Netiquette refers to using common courtesy in online communication. All members of the class are expected to follow netiquette in all course communications. Use these guidelines:

- Use capital letters sparingly. THEY LOOK LIKE SHOUTING.
- Forward emails only with a writer's permission.
- Be considerate of others' feelings and use language carefully.
- Cite all quotations, references, and sources (otherwise, it is plagiarism).
- Use humor carefully. It is hard to "read" tone; sometimes humor can be misread as criticism or personal attack. Feel free to use emoticons like :) for a smiley face to let others know you are being humorous.
- Use complete sentences and standard English grammar to compose posts. Write in proper paragraphs. Review work before submitting it.
- Text speak, such as "ur" for "your" or "ru" for "are you" etc., is only acceptable when texting.

Syllabus Changes and Errors

The instructor may make changes and updates to the course syllabus and schedule as needed. Students will be notified of any changes. If you find any broken links, outdated information, or other content that just seems "off" somehow, please let me know so I can fix it. I really do appreciate students helping me find and fix mistakes or confusing wording in my materials (and I give extra credit for this assistance throughout the semester!)

