CATALOG DESCRIPTION
The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout. (2 Lec., 4 Lab.)

COURSE DESCRIPTION
By working with the industry’s leading digital publication software, Adobe InDesign, students will gain a strong understanding of creating design publications for both print and web.

This course will be taught using both lecture and lab. The first part of class will consist of a lecture with the second half dedicated to the completion of assignments or major design projects. Some labs will be self-paced, meaning you are required to complete the assignment regardless of whether it will be graded or not.

OBJECTIVE
This course will help each student to develop a strong understanding of how to design publications for print using the industry’s leading software, Adobe InDesign.

COURSE CAPABILITIES
· Learn about the history and development of Adobe InDesign
· Understand the application’s purpose and how it is used in the industry
· Develop a firm foundation and familiarity with the program to complete creative projects such as: flyers, posters, brochures and magazine ads
· Identify industry terminology
· Learn how to setup a document and work with multiple pages
· Practice working with images and large amounts of text
· Analyze the difference between good and bad page layout
· Formulate creative concepts for development
· Discover and Develop your own personal design style

COURSE MATERIALS
· Sketchbook and Drawing pencils
· Internet Access / Blackboard compatible browser / Access to Blackboard username and login information for turning in assignments

COURSE SCHEDULE - *PLEASE NOTE, the schedule is subject to change without notice.*
Week 1: MLK HOLIDAY/ January 18th (Monday)
· Introduction to class, Review of syllabus, Overview of Digital Publishing I
· Getting to Know Adobe InDesign
· Assignment #1
Week 2: Setting up a Document and Working with Pages
  · Assignment #2

Week 3: Working with Objects
  · Assignment #3

Week 4: Flowing and Editing Text
  · Introduction to Typography
  · Assignment #4

Week 5: Working with Typography
  · Understanding Kerning, Leading and Tracking
  · Introduction to Major Project #1
  · Assignment #5

Week 6: Work on Major Project #1
  · Assignment #6

Week 7: Working with Color
  · Major Project #1 Sketches Due
  · Assignments #7

Week 8: Major Project #1 Due
  · Assignments #8

Week 9: SPRING BREAK / March 14-18th
  · Assignment #9

Week 10: Working with Styles and Creating Tables
  · Introduction to Major Project #2
  · Assignment #10

Week 11: Importing and Modifying Graphics | Working with Transparency
  · Work on Major Project #2
  · Assignment #11

Week 12: Major Project #2 Due
  · Assignment #12

Week 13: Printing and Exporting Files
  · Introduction to Major Project #3
  · Major Project #3 Sketches Due
  · Assignment #13

Week 14: Creating Adobe PDF Files with Form Fields
  · Work on Major Project #3
  · Assignment #14

Week 15: Creating and Exporting an eBook
  · Work on Major Project #3
  · Assignment #15

Week 16: Major Project #3 Due
  · Final Exam Launched Online

Week 17: Final Exams May 9-12th

GRADING CRITERIA
Each student will be graded in the following (5) areas:
SYLLABUS DIGITAL PUBLISHING I
INSTRUCTOR / Karie Williams - kswilliams@dcccd.edu - 972-860-4170 / Office: M101
OFFICE HOURS / M, T, W, R, F - 12:30-1:30 - Email me if you need to meet at another time.

I. Online Participation: 10% of final grade
There will be a minimum of (5) discussion forums throughout the course. Participation in Blackboard is an essential part of the course. This allows you to connect with your online peers, discuss current design trends, and receive feedback on your projects. Failure to participate will lower your final grade by 10 points. Therefore, if you have an 88 in the class, but did not participate in the discussions, your final grade will be a 78.

II. Assignments: 15% of final grade - (15) assignments worth 1 points each
Assignments help me understand how well you comprehend the course subject. Students will turn in 15 assignments for grades. There will be other assignments throughout the semester that will count as Complete and Incomplete. Complete and Incomplete assignments are equivalent to in-class assignments. ALL assignments must be completed.

III. Major Project #1*: 20% of final grade

IV. Major Project #2*: 20% of final grade

V. Major Project #3*: 20% of final grade

VI. Final Exam: 15% of final grade

*More information about this project will be uploaded in Blackboard and include the objectives, design deliverables, guidelines and due date.

GRADING RUBRIC
All (6) areas, as outlined in the Grading Criteria, will be added to finalize the student’s grade. Final grades will be published in letterform.

A = 100-90 | B = 89-80 | C = 79-70 | D = 69-60 | F = 59 and below

CLASS POLICIES
Attendance Policy: Online participation is mandatory to the learning process and worth 10% of your final grade. You are expected to participate in the Blackboard Discussion Forums. NOTE: Regular login to Blackboard is the responsibility of the student.

Late Work: All assignments and projects (graded or not) are expected to be completed and turned in by the due date. Late work will cause your project or assignment to decrease 10 points the first week that it is turned in late. Late work will NOT be accepted after 1-week of original due date.
Examination Policy: Exams may be given in class or online. If there is an online exam, you will be allowed 1-week to complete the exam. Exams CANNOT be taken at a later time unless there is a valid excuse; i.e. death in family or severe illness.

INSTUTIONAL POLICIES

RECEIVING YOUR FINAL SEMESTER GRADES
End-of-semester grades will not be mailed to you by the college.

INTERNET ACCESS TO GRADES
2. Click on eConnect, then select ‘Current Credit Student Menu’.
3. Under the heading ‘My eConnect Account’, select Log In.
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4. Enter your seven-digit student ID number (not your Social Security number.)
5. Enter your password or, if this is your first time to use the system, enter your date of birth.
7. Select the term and grade type that you wish to review, then click on ‘Submit’.

MACINTOSH LAB POLICIES:
1. There is absolutely NO food or drink allowed in the Mac Computer Labs at any time.
2. All students must sign in and out --- Open Lab Policy.
3. All materials checked out or borrowed are the responsibility of the student and must be returned upon leaving lab.
   (Wacom Tablet pens, source books, etc.)
4. Students will not download, install and/or alter any software on computers or reconfigure computers in any way
   without specific permission. Please consult lab assistant with questions and/or problems or particular needs.
5. Students are allowed in the labs except during posted Open Lab Hours. Lab Hours are posted by the second week of the
   semester outside of each lab. Do not interrupt other classes while classes are in session to use computers.
6. When printing to the Epson Color printer, assistance from Lab Staff is REQUIRED.
7. Labs will close ON TIME. Plan to pack up and shut down the computers at least 10 minutes prior to closing.
8. Lab Assistants are NOT tutors. Tutoring is available through the Special Services office. Lab Assistants help with
   printing, computer, and other technical problems only. For clarification with assignments and projects, please refer to
   Instructor. For help with software when faculty member is not available, please see the Instructional Associate.

DROP/WITHDRAWAL POLICY: If you are unable to complete this course you must withdraw from the
class by Thursday, April 14, 2016. Withdrawing from a course is a formal procedure, which YOU must
initiate. The instructor cannot do it for you. You may withdraw from a class in either the Admissions office or
Advising Center. If you stop attending or are unable to complete this class and you do not withdraw before the
official drop date, you will receive a performance grade, usually a grade of “F.” Students sometimes drop a class
when help is available that would enable them to continue. Please discuss your plans with the instructor if you feel
you need to withdraw. The full drop and withdrawal policy is online in the college catalog.

STOP BEFORE YOU DROP: For students who enroll in college level courses for the first time in the fall of 2007,
Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than (6)
courses during your entire undergraduate career unless the drop qualifies as an exception. Your college
advising/advising center will give you more information on the allowable exceptions. Remember that once you
have accumulated six non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise
care when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas
County Community Colleges. The full drop and withdrawal policy is online in the college catalog.

FINANCIAL AID STATEMENT: Failure to attend classes could result in a loss of Financial Aid (FA). If you are
receiving any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from
classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of
repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to
this policy.

INTERNATIONAL STUDENTS: Students on an F-1 visa cannot withdraw from classes without jeopardizing
their official status. If you are on an F-1 visa, you MUST NOT withdraw from any class without the permission of
an International Student Advisor in the Multicultural Center, in Room S-136 or at 972-860-4192.

RELIGIOUS HOLIDAYS: A student shall be excused from attending classes, or other required activities,
including examinations, for the observance of a religious holy day, including travel for that purpose. A student
whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an
examination or complete an assignment within a reasonable time after the absence.
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AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT: If you feel you may need special assistance or accommodation (such as help with taking notes, extra time on tests, etc.) because of any type of physical disability or learning difference, please contact the Special Services office in Room S124 or at 972-860-4673.

ACADEMIC INTEGRITY: Scholastic dishonesty is a violation of the Student Code of Conduct and is punishable as stated in college policies. Please review the full Student Code of Conduct as listed in the college catalog for additional information.

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities.

REPEATING THIS COURSE: Each college of the DCCCD charges additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in additional tuition being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts included courses taken at any of the DCCCD colleges since the Fall 2002 semester. The District’s policy for tuition charges relating to a third attempt is in the college’s catalog.

GRADE REPORTS: Final grade reports are not mailed to students. You may obtain your final grades online at https://econnect.dcccd.edu/. From the student menu, select “My Grades” under “My Personal Information.” If you are not already logged in, you will be prompted to do so. Select the grade type you wish to review. Press the submit button and all grades for the selected grade type will be displayed.

INSTRUCTOR’S RIGHT TO MODIFY: The instructor has the right to add, delete, or revise segments of this course syllabus.

FERPA: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. More information about the FERPA guidelines is available online in the college catalog.