

APPLIED SCIENCE AND MANAGEMENT DIVISION  
School of Business and Leadership  
Winter Semester, 2019



**COURSE OUTLINE**

**MMC 113**

**DESKTOP PUBLISHING WITH INDESIGN**

**45 HOURS  
3 CREDITS**

PREPARED BY: Jon Gelinas, Instructor

DATE: December 18, 2018

APPROVED BY: Margaret Dumkee, Dean

DATE: January 2, 2019

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 2019

## DESKTOP PUBLISHING WITH INDESIGN

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**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](mailto:jgelinas@yukoncollege.yk.ca)

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

**TELEPHONE:** 867.668.8766

**DATES:** Wednesdays, January 9 - April 3, 2019

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### 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:**

No textbook is required for this course.

Selected online resources and readings will be provided in class and through the course webpage on Moodle.

\* Though not required, the Adobe InDesign CC Classroom in Book series of textbooks (from 2013-2017) is suggested for reference (especially if you are not comfortable researching and reading content online).

## **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](mailto:lassist@yukoncollege.yk.ca).

## **COURSE OUTLINE**

Please see your course page on [YukonCollege.me](http://YukonCollege.me) (moodle site) for full breakdown of topics covered and assignment dates.

This tentative schedule is subject to change.

<b>Class / Date</b>	<b>Topic</b>
Class 1 (Jan. 9)	Course Overview / The InDesign interface & Workspace Overview (Chapters 1)
Class 2 (Jan. 16)	Getting to Know InDesign (Chapter 2 start Chapter 3)
Class 3 (Jan. 23)	Setting Up a Document (finish Chapter 3/ start Chapter 4)
Class 4 (Jan. 30)	Working with Objects Flowing Text (Finish ch. 4 / Ch. 5)
Class 5 (Feb. 6)	Flowing Text Editing Text (Chapters 5 and 6 )
Class 6 (Feb. 13)	Typography (Chapter 7)
Class 7 (Feb. 20)	Typography 2
	<b>Reading week - Feb. 19 – 22</b>
Class 8 (Feb. 27)	Working with Colour (Chapter 8)
Class 9 (March 6)	Working with Styles (Chapter 9) / Creating Tables (Chapter 11)
Class 10 (March 13)	Creating PDF Forms (Ch. 14)
Class 11 (March 20)	Creating and exporting an E-Book (Chapter 15)
Class 12 (March 27)	More in E-Books
Class 13 (April 3)	Printing and Exporting (Ch. 13) Review and Final