



Outcome-based 18/SU Course Syllabus

Course Rubric Number Section: ARTC 1313 10Y1
Lecture-Lab-Credit: 4-2-3
CIP Code: 50.0409
Course Title: Digital Publishing I
Course Description: The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.
Prerequisites: Take ARTC-1305(10252) or ARTC-1302(68803); Minimum grade C,CR;
Co-requisites:
Course Meets: 0DLC HYBRID DL2 TBA TBA 1PGC 191 LAB MW 10:00AM 11:55AM

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Building & Office Room Number: PGC 162
Office Hours: TBA

Approved by:	Cynthia Mata	Date:	2018-04-30
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Course Outcomes

- CO1:** Apply fundamentals of page layout
- CO2:** Define typographic terminology and specifications
- CO3:** Import text and graphics into page layout programs
- CO4:** Discuss file formats
- CO5:** Discuss file management

TSTC Grading Policy

(Grades for courses must be C or better)

Grade	Percent	Description	Grade Points
A	90-100	Excellent/Superior Performance Level	4
B	80-89	Above Required Performance Level	3
C	70-79	Minimum Required Performance Level	2
D	60-69	Below Required Performance Level	1
F	Below 60	Failure to meet Performance Requirements	0
IP	--	In Progress	
W	--	Withdrawal	0
CR	--	Credit	0
AUD	--	Audit of Course	0

See College Catalog for complete descriptions.

Competencies Rating Scale

Rating Scale Key			
6	90+	Proficient	Student consistently performs the task accurately to industry standards without supervision.
5	80-89	Proficient	Student performs the task to industry standards with no supervision.
4	70-79	Proficient	Student performs the task to industry standards with little supervision. This is the minimum performance rating for STAR skill completion.
3	60-69	Exposed/Not Proficient	Student has been introduced to the task and can perform some of the tasks to industry standards.
2	50-59	Exposed/Not Proficient	Student has been introduced to the task, but cannot perform the task to industry standards.
1	0-49		Student was absent or did not complete assignment.

Campus Standard Policies

The [Student Handbook](#) contains valuable information on campus policies and procedures.

- Student Code of Conduct
- Student Drug and Alcohol Testing Policy
- Plagiarism
- Student Grievances and Complaints

Disability Services

Any student who, because of a disability, may require special accommodations in order to meet the course requirements, should contact the Disability Services office, as soon as possible, to make necessary arrangements. Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Disability Services office has been provided.

Abilene Campus

Susan Hash
Testing and Support Services
Abilene Main Campus Bldg. Rm. 112
325-734-3641

Fort Bend Campus

Schauna Boynton
Brazos Center Rm. 113
346-239-3394

Sweetwater Campus

Misty Walden
Disability Services
Student Support Services
Lance Sears Building Rm. 140
325-236-8292

Breckenridge Campus

Lisa Langford
Testing and Advisement located in
The Main Building Rm. 106
254-559-7731

Harlingen Campus

Corina De La Rosa
Disabilities Services
Student Support Services
Student Services Bldg. Rm. 216
956-364-4521

North Texas Campus

Amanda Warren
Student Services, Room 227
972-617-4724

Brownwood Campus

Nicole Whitley
Testing and Advisement
Building 2 Rm. 120
325-641-5955

Marshall Campus

Annette Ellis
Administration and Admissions Rm. 150
909-923-3313

Waco Campus

Marilyn Harren
Disabilities Services Office
Student Services Center Rm. 198
254-867-3600

Williamson County

Chemese Armstrong
Enrollment Services Rm. B113C
512-759-5907

Tutoring Statement

The Supplemental Instruction & Tutoring Program at TSTC offers free tutoring and academic support services to help you achieve your academic and career goals. You can access the Tutoring Schedule, as well as *MyTSTC Video Tutor Library*, by visiting: https://portal.tstc.edu/student/Student_Learning/Pages/Tutoring.aspx (shortened link: goo.gl/Z9vJvY). For more information, please contact Norma A. Salazar@ 956-364-4557.

Learning Resource Center

The purpose of the TSTC Learning Resource Center is to serve the TSTC Community and support academic, advanced, specialized and emerging programs, contributing to the educational and economic development of the State of Texas. You can access the Learning Resource Center page at <https://portal.tstc.edu/employee/Departments/operations/Pages/Learning%20Resource%20Center.aspx>

VCD/VCT Current Policies:

All students taking VCT courses are required to purchase an external hard drive on which to save their projects and work. **You are responsible for backing up your own work.** Students are not to save their files on the school's computers where other students can access them.

Grading Rubrics

It is extremely important for students to graduate with a full understanding of current industry standards. For this reason, it is important that all projects be graded not only on meeting the assignment objectives, but also on the quality of work. Grading rubrics will have a Quality percentage that represents a specific amount of each project based upon the semester in which the course is offered in the degree plan. The Quality percentage of the rubric will increase as the student gains more experience and knowledge. This will help to ensure that the students are creating industry standard work. The project's objectives will be determined individually based upon the specifics of each project. The Quality Grade % will be subjectively based upon the quality of the project and how it measures up to industry standards while also taking into consideration the experience of the student. Percentages will be based on current degree plans, or if a course is not a part of a current degree plan, then it will be based upon the most recent degree plan in which the course was offered.

Grading Rubric Chart			
Semester	Objective Grade %	Quality Grade %	Total %
Second	80	20	100
Third	70	30	100
Fourth	60	40	100
Fifth	50	50	100
Sixth	40	60	100

Class Participation Policy

Any required preparation assignments are required to be done prior to class or the student may be asked to leave for not being prepared. This includes reading, watching videos, doing research, etc.

You are required to be present during each scheduled class session throughout the semester. If you are not present at the beginning of the class period, you will be counted absent. If you come into class after class has begun, do so quickly and quietly; do not disturb the entire class. It is your responsibility to contact the instructor at the end of the class period to let them know that you arrived late, at which point they will change your absence to a tardy, provided you arrived to class within 15% of the class period. If you miss more than 15 % of the class periods within the semester, you will earn an "F" for your course grade. Make note that three tardies or leaving before the instructor releases class is equivalent to an absence; so do not make a habit of being late or leaving early. Managing your activity schedule is your responsibility.

- **Examples*:**

- 15% of 55 minutes = 8.25 minutes
- 15% of 120 minutes (2 hours) = 18.00 minutes
- 15% of a course that meets 1x per week, for 15 weeks = 2.25%
- 15% of a course that meets 2x per week, for 15 weeks = 4.50%
- 15% of a course that meets 3x per week, for 15 weeks = 6.75%

*-0.30% for holidays

If you determine, that it is in your best interest to withdraw from this course, you must do so by Friday, **July 20, 2018**. You are solely responsible for completing the withdrawal process.

If you need assistance in doing so, please do not hesitate to ask.

The last day to register for graduation is Friday, July 20, 2018.

Resources Policy

A list of resources and materials has been provided for you. It is necessary for you to purchase these required materials or it will affect your ability to pass the course. **These items are mandatory and not optional.** A student that does not bring the required resources with them to class may be asked to leave for not coming prepared. If the time they will miss in class exceeds 15% of the class meeting time for that day then they will be counted absent.

Students are also required to have or create various social media accounts as a part of participation and training.

All students in the VCT department are required to have a current subscription to the Adobe Creative Cloud and to have a personal laptop or computer that will adequately run the Creative Cloud, as well as internet access that is sufficient to utilize Moodle (this includes uploading and downloading forms and assignments) and access any online course content. Students are required to use their Creative Cloud subscription in the classroom. Failure to keep their CC account active will result in them being unable to participate in class and asked to leave.

Photography students are required to purchase an entry level DSLR camera that can print quality images up to 16x20 inches and will sync to the studio lights. Additionally, photography students are required to purchase a professional level tripod, reflector, trigger/remote, and to provide necessary subject matter for a variety of projects as well as a variety of other supplies and software plug-ins. This equipment is to be brought with them to class.

Academic Honesty

Texas State Technical College and this department expect our students to maintain high standards of personal and academic honesty and integrity. In a college environment of this nature, student integrity is especially critical, because the opportunities for dishonesty are more readily available and the trust level is higher. Exploiting either of these opportunities is a particularly blatant and offensive act.

By enrolling and remaining as a participant in this course, you affirm that you will adhere to the strictest standards of academic honesty and integrity. You must maintain academic integrity and honesty at all times, on all course assessments: homework, in-class activities, labs, projects, tests, etc.

Any work that you may have previously created in previous semesters is not to be submitted for a current semester, with the exception of the portfolio class or where the instructor has specifically stated in writing that it is allowed. Any work from a previous semester that is turned in for a current class will be given a 0.

You must work independently when required, and work effectively in groups when required. You must use only the resources and assistance permitted on a given course activity. Students should pay special attention to whether assessments are designated as 'individual' or 'group' assessments, as well as what materials, resources, and help from others are permitted. If in doubt, ask your instructor prior to beginning the assessment.

When you are permitted to use materials and ideas that belong to others, you must state the source of the information. If you use outside help or materials when not allowed, you are in violation of this policy in the way of cheating. If you are allowed to use outside materials, but do not cite the sources of your information, you are in violation of this policy in the way of plagiarism.

Students who assist other students in violating this policy are considered equally in violation. This includes if you provide access of your work to another student, either by way of saving it onto the desktop in the classroom, or through allowing them to use your computer. You are required to purchase and use a portable hard drive or cloud storage for this program. Do not save your files to the desktop where other students have access to your work.

Any students involved in any dishonesty or plagiarism on any assessment will be subjected to punishment that can range from a 0 on the assignment, to a 0 for the course, to expulsion. Under no circumstances is it okay for a student to turn in someone else's work as their own. To do so is a blatant disregard for the policy and in most circumstances will result in being given a 0 for the course, even if it is the first offense.

If you are involved in dishonesty or plagiarism you will be referred to the Dean of Students for additional punishment.

Late Work

Late work will only be accepted in extreme circumstances. The only circumstances in which late work is going to be accepted are in cases that are documentable, such as with a doctor's excuse. For these cases, the student will be allowed to turn in the assignment up to one week past the final due date of the assignment. There will be a minimum deduction of 11% of possible points, with the possibility of additional point deductions based upon the instructor's discretion.

Distance Learning Policy

Enrollment into a Distance Learning course may require the approval of either the instructor or the department chair. If a student was not able to successfully complete a course in a previous semester, then that can be cause for the student to not be allowed to enroll in the course online.

Personal Behavior

You are attending a course in a professional environment; your behavior, conduct, and ethics are expected to be that of a professional student. During class discussions, each student is expected to contribute to the discussion topics. You are encouraged to ask questions as often as you would like, but be courteous of others. If someone is speaking, wait your turn. This also includes disruptive behavior such as commentary during instructor lecture. If you are being disruptive in class then you may be asked to leave and counted absent if out of class time exceeds 15% of the class meeting time for the day.

At no time during class should you be working on other course material, checking email, texting, or surfing the Internet. Personal laptops may be used only during lecture only if you are taking notes. Anyone surfing the Internet or checking email on their laptop during a lecture, will not be allowed to use their laptop again during lecture time. If any student persists in inappropriate behavior, they will be asked to leave the classroom; this includes offensive wording on clothes or the use of profanity, no matter the form of media used.

When you come to class, be prepared. Bring all course textbooks and required material with you, including a writing utensil and paper for writing notes and other important information. Be organized in your work and storage of your assessments. Remember to always make a backup copy of your work each day. It is recommended that a copy of your work be stored on a personal hard drive and also in a cloud storage account.

Classroom and Computer Usage

Any misuse or abuse of computer equipment, programs, or data, including; unauthorized use of computer resources or use of computer resources for unauthorized purposes, accessing or copying programs, records or data belonging to the college or another without permission, attempting to breach, or breaching the security of another user's account or deprive another user of access to the college's computer resources, using the college's computer resources for personal or financial gain, transporting copies of college programs, records or data to another person or computer site without written authorization, or use of college computers to access lewd, offensive, or pornographic material, will be a violations of college standards and will be subject to TSTC Disciplinary Action.

If you use your laptop in the classroom, feel free to use any of the available outlets for electrical power. However, DO NOT UNPLUG any of the classroom equipment from an outlet to make room for your laptop. DO NOT drape electrical cords across tables, chairs, or any other object that could present a possible hazard to others. Failure to follow these guidelines will result in the loss of privileges in the classroom.

You are required to be an active participant in class. If you refuse to participate and are not doing the work as directed by the instructor, you will be asked to leave and

an absence will be recorded.

Cloud Storage Requirements

Due to Moodle's upload limitation of 100MB, students will be required to acquire cloud storage where they will upload their projects and then submit the links on Moodle for the assignment. **It is the responsibility of the student to ensure that the link is functional until the grade is posted.**

There are several free options available, such as Digital Dropbox, Google+, and the space you receive with the Creative Cloud subscription. It is up to your instructor if one of these is preferred over the other.

Personal Hygiene

The lack of good personal hygiene can be very distracting to the other students. It is your responsibility as a professional individual to maintain your personal hygiene, this includes but is not limited to: bathing daily, shaving if appropriate, use of deodorant, wearing clean clothing, brushing your teeth, etc. If you fail to maintain personal hygiene, you will be asked to leave the classroom, until the issue has been corrected.

Tobacco/Alternative Tobacco

Smoking, including the use of smokeless tobacco such as chew or dip, or tobacco alternatives including, but not limited to electronic cigarettes or vapors, is allowed only in designated areas and personal vehicles. The designated areas are not to be within 20 feet of the building. If you choose to use one of these products in class, you will be asked to leave the room and an absence will be recorded.

Building Evacuation

In the event of an emergency, the need for building evacuation may be communicated by fire alarm or by other means. If an evacuation occurs, leave the building immediately (DO NOT take time to shut down your computer, take only what you came with) by either the primary or secondary route designated by your instructor. Once outside the building, go to the grass out by the road, depending on the location of your classroom. Instructors must account for all students who were in class and report to the department chair. Do not go home before meeting your instructor in the parking lot or by the road, depending on where your evacuation plan leads you.

Resources

Textbooks & Publications:

Item	Title	Author	Publisher	Edition	ISBN
1	Adobe Indesign Creative Cloud Revealed	Chris Botello	Delmar Cengage	First	978-1-133-81521-1

Tools, Materials:

Item	Resource	Quantity
1	Design Basics Index by Jim Krause (REFERENCE BOOK)	1
2	A portable 512GB external hard drive that is Mac and PC compatible	1 for Degree
3	Adobe Creative Cloud	1

Grade Scheme		
Category Description	Category Value	
FOLDER SET-UP	2%	
Assessment Label:	Assessment Description	Assessment Value
Folder Setup:	Set up folders on a Portable Hard Drive according to the provided format.	2.00%
Category Description	Category Value	
EXAMS	18%	
Assessment Label:	Assessment Description	Assessment Value
Exam 1:	Exam 1 over the toolbox	3.50%
Exam 2:	Exam 2 over Chapters 1, 2 & 3	3.50%
Exam 3:	Exam 3 over chapters 4, 5 & 6	3.50%
Exam 4:	Exam 4 will be over Chapters 7, 8 & 9.	3.50%
Presentation:	Student Presentations on Aug.15th.	4.00%
Category Description	Category Value	
LAB BOOK CHAPTERS	40%	
Assessment Label:	Assessment Description	Assessment Value
Lab Book Chapter 1:	Complete Lab book Chapter 1, Lessons 1 - 4 Complete Lab book Project Builder 1 and 2	4.00%
Lab Book Chapter 2:	Work on Lab book Chapter 2, Lessons 1 - 5 Complete Lab book Project Builder 1 and 2	4.00%
Lab Book Chapter 3:	Work on Lab book Chapter 3, Lessons 1 - 6 Complete Lab book Project Builder 1 and 2	4.00%
Lab Book Chapter 4:	Work on Lab book Chapter 4, Lessons 1 - 4 Complete Lab book Project Builder 1 and 2	4.00%
Lab Book Chapter 5:	Work on Lab book Chapter 5, Lessons 1 - 4 Complete Lab book Project Builder 1 and 2	4.00%

Lab Book Chapter 5:	Work on Lab book Chapter 5, Lessons 1 - 4 Complete Lab book Project Builder 1 and 2	4.00%
Lab Book Chapter 6:	Complete Lab book Chapter 6, Lessons 1 - 6 Complete Lab book Project Builder 1 and 2	4.00%
Lab Book Chapter 7:	Work on Lab book Chapter 7, Lessons 1 - 4 Complete Lab book Project Builder 1 and 2	4.00%
Lab Book Chapter 8:	Work on Lab book Chapter 8, Lessons 1 - 8 Complete Lab book Project Builder 1 and 2	4.00%
Lab Book Chapter 9:	Work on Lab book Chapter 9, Lessons 1 - 4 Complete Lab book Project Builder 1 and 2	4.00%
Lab Book Chapter 11:	Work on Lab book Chapter 11, Lessons 1 - 4 Complete Lab book Project Builder 1 and 2	4.00%
Category Description		Category Value
DESIGN PROJECTS		40%
Assessment Label:	Assessment Description	Assessment Value
Design Project 1:	Complete the final for design project one - Magazine Ad.	11.00%
Design Project 2:	Newsletter - Complete the thumbnails, roughs and final.	11.00%
Design Project 3:	Complete the thumbnails, rough and the final for design project three - Restaurant Menu.	11.00%
Design Project 4:	Re-purpose project 2 newsletter for interactive publication.	7.00%
Total Assessment Percent		100.00%
Total Category Percent		100.00%
A = 100-90	B = 89-80	C = 79-70
	D = 69-60	F = 59-0

Description of Graded Elements of the Course			
Assessment Label	Assessment Description/Course outcomes met	Assessment Value in Percent	% of Final Grade
Folder Setup	Set up folders on a Portable Hard Drive according to the provided format. Course outcomes met: CO1	2.00	2.00%
Lab Book Chapter 1	Complete Lab book Chapter 1, Lessons 1 - 4 Complete Lab book Project Builder 1 and 2 Course outcomes met: CO1	4.00	4.00%
Exam 1	Exam 1 over the toolbox Course outcomes met: CO1, CO3, CO2	3.50	3.50%
Lab Book Chapter 2	Work on Lab book Chapter 2, Lessons 1 - 5 Complete Lab book Project Builder 1 and 2 Course outcomes met: CO2, CO3, CO1	4.00	4.00%
Lab Book Chapter 3	Work on Lab book Chapter 3, Lessons 1 - 6 Complete Lab book Project Builder 1 and 2 Course outcomes met: CO1, CO3, CO2	4.00	4.00%
Lab Book Chapter 4	Work on Lab book Chapter 4, Lessons 1 - 4 Complete Lab book Project Builder 1 and 2 Course outcomes met: CO2, CO3, CO4	4.00	4.00%
Exam 2	Exam 2 over Chapters 1, 2 & 3 Course outcomes met: CO4, CO3, CO2	3.50	3.50%
Design Project 1	Complete the final for design project one - Magazine Ad. Course outcomes met: CO2, CO3, CO4	11.00	11.00%
Lab Book Chapter 5	Work on Lab book Chapter 5, Lessons 1 - 4 Complete Lab book Project Builder 1 and 2 Course outcomes met: CO4, CO3, CO2	4.00	4.00%
Lab Book Chapter 6	Complete Lab book Chapter 6, Lessons 1 - 6 Complete Lab book Project Builder 1 and 2 Course outcomes met: CO2, CO3, CO4	4.00	4.00%
Exam 3	Exam 3 over chapters 4, 5 & 6 Course outcomes met: CO5, CO2, CO4	3.50	3.50%
Design Project 2	Newsletter - Complete the thumbnails, roughs and final. Course outcomes met: CO4, CO2, CO5	11.00	11.00%
Lab Book Chapter 7	Work on Lab book Chapter 7, Lessons 1 - 4 Complete Lab book Project Builder 1 and 2 Course outcomes met: CO5, CO2, CO4	4.00	4.00%
Lab Book Chapter 8	Work on Lab book Chapter 8, Lessons 1 - 8 Complete Lab book Project Builder 1 and 2 Course outcomes met: CO4, CO2, CO5	4.00	4.00%
Lab Book Chapter 9	Work on Lab book Chapter 9, Lessons 1 - 4 Complete Lab book Project Builder 1 and 2 Course outcomes met: CO4, CO3, CO2	4.00	4.00%
Lab Book Chapter 11	Work on Lab book Chapter 11, Lessons 1 - 4 Complete Lab book Project Builder 1 and 2 Course outcomes met: CO5, CO3, CO4	4.00	4.00%
Exam 4	Exam 4 will be over Chapters 7, 8 & 9. Course outcomes met: CO4, CO3, CO5	3.50	3.50%
Design Project 3	Complete the thumbnails, rough and the final for design project three - Restaurant Menu. Course outcomes met: CO2, CO3, CO4	11.00	11.00%

Design Project 4	Re-purpose project 2 newsletter for interactive publication. Course outcomes met: CO5, CO3, CO4	7.00	7.00%
Presentation	Student Presentations on Aug.15th. Course outcomes met: CO2, CO1, CO5, CO3, CO4	4.00	4.00%
		100.00	100.00%

Course Schedule			
Unit/Week	Unit Description/Objectives	Assessment Label:Description	Due Date
1	Course Orientation		
	<ul style="list-style-type: none"> Syllabus and Introduction: Provide a brief description of what the course will cover, class policies, requirements and expectations outlined in the syllabus. 	<i>Toolbox handout</i> Folder Setup: Set up folders on a Portable Hard Drive according to the provided format. <i>Chapter 1 - Getting to Know InDesign</i> Lab Book Chapter 1: Complete Lab book Chapter 1, Lessons 1 - 4 Complete Lab book Project Builder 1 and 2	05/07/2018 05/09/2018
2	Chapter 2 - Working with Text		
	<ul style="list-style-type: none"> Explain paragraph and character styles. Create text on master pages and apply master pages to document pages. Create new sections and wrap text. Create and apply styles. Create lists with bullets and numbers. 	Exam 1: Exam 1 over the toolbox Lab Book Chapter 2: Work on Lab book Chapter 2, Lessons 1 - 5 Complete Lab book Project Builder 1 and 2	05/16/2018 05/16/2018
3	Chapter 3 - Setting up a Document		
	<ul style="list-style-type: none"> Identify Idesign palettes and explain their uses. Identify and describe components of InDesign environment. List InDesign menus and their uses. Apply InDesign preferences. 	Lab Book Chapter 3: Work on Lab book Chapter 3, Lessons 1 - 6 Complete Lab book Project Builder 1 and 2	05/23/2018
4	Chapter 4 - Working with Frames		
	<ul style="list-style-type: none"> Explain the different ways to create and modify frames. Demonstrate how to align and distribute objects on a page. Demonstrate how to use guides, margins and rulers. Explain the differences text frame and graphic frames. Be able to save an InDesign template. 	Lab Book Chapter 4: Work on Lab book Chapter 4, Lessons 1 - 4 Complete Lab book Project Builder 1 and 2	05/30/2018
5	Present Design Project 1 - Magazine Ad		
	<ul style="list-style-type: none"> Explain how to create and manipulate text boxes. Demonstrate how to import text files into InDesign. Demonstrate how to select, cut, copy, and paste text. Demonstrate how to apply a text wrap to an object. Explain different terminology associated with typography and fonts. Explain the difference between character formatting and paragraph formatting. Demonstrate how to modify tabs and indents, and apply rules above and below paragraphs. 	Exam 2: Exam 2 over Chapters 1, 2 & 3 <i>Design Project 1 - Magazine Ad. Complete the thumbnails and rough.</i> Design Project 1: Complete the final for design project one - Magazine Ad.	06/04/2018 06/06/2018
6	Chapter 5 - Working with Colors.		
	<ul style="list-style-type: none"> Demonstrate how to create CMYK colors Demonstrate how to modify colors from the 	Lab Book Chapter 5: Work on Lab book Chapter 5, Lessons 1 - 4	06/13/2018

	<p>Swatches panel</p> <ul style="list-style-type: none"> • Create mix colors. • Explain the difference between spot and process colors. • Demonstrate how to import import colors. • Demonstrate how to create and apply gradient colors. 	Complete Lab book Project Builder 1 and 2
7	Chapter 6 - Working with Places Images	
	<ul style="list-style-type: none"> • List and explain the different types of graphics, and which file formats to use when designing printed documents. • Discuss the importance of resolution for any image that will be printed. • Demonstrate how to place an image or graphic into an InDesign layout. • Demonstrate how to manipulate graphics once they are placed into your layout • Explain how to place graphics as inline text characters. 	<p>Lab Book Chapter 6: Complete Lab book Chapter 6, Lessons 1 - 6 06/13/2018</p> <p>Complete Lab book Project Builder 1 and 2</p>
8	Present Design Project 2 - Newsletter	
	<ul style="list-style-type: none"> • List and explain the different types and models of color used in document design. • Explain how to add new colors to the InDesign Colors palette. • Demonstrate how to edit existing colors, including how to use colors from built-in color libraries. • Explain what is required when designing color for the printing processes. 	<p>Exam 3: Exam 3 over chapters 4, 5 & 6 06/25/2018</p> <p>Design Project 2: Newsletter - Complete the thumbnails, roughs and final. 06/27/2018</p>
9	Chapter 7 - Creating Graphics	
	<ul style="list-style-type: none"> • Create polygons and compound paths • Create text with advanced features • Create frames and apply stroke effects 	<p>Lab Book Chapter 7: Work on Lab book Chapter 7, Lessons 1 - 4 07/11/2018</p> <p>Complete Lab book Project Builder 1 and 2</p>
10	Chapter 8 - Exploring Effects and Advanced Techniques	
	<ul style="list-style-type: none"> • Create new stroke styles • Explain the use of the Pathfinder Panel • Apply live corner effects to graphics • Create effects and object styles • Explain how to modify and delete object style. 	<p>Lab Book Chapter 8: Work on Lab book Chapter 8, Lessons 1 - 8 07/11/2018</p> <p>Complete Lab book Project Builder 1 and 2</p>
11	Chapter 9 - Working with Tabs and Tables	
	<ul style="list-style-type: none"> • Create and format a table • Format text in a table • Place graphics in a table 	<p>Lab Book Chapter 9: Work on Lab book Chapter 9, Lessons 1 - 4 07/18/2018</p> <p>Complete Lab book Project Builder 1 and 2</p>
12	Chapter 11 - Preparing, Packaging, and Exporting Documents for Print	
	<ul style="list-style-type: none"> • Identify common errors that prevent a document from being output at the service provider. • List information you need to give to the service provider and the importance of filling out forms. • Discuss the value and necessity of a proof. • Explain the importance of PostScript when proofing pages for commercial printing. • Demonstrate how to export documents to PDF. 	<p><i>Turn in the thumbnails and rough for design project 3</i></p> <p>Lab Book Chapter 11: Work on Lab book Chapter 11, Lessons 1 - 4 07/25/2018</p> <p>Complete Lab book Project Builder 1 and 2</p>
13	Present Design Project 3 - Restaurant Menu.	
		<p>Exam 4: Exam 4 will be over Chapters 7, 8 & 9. 07/30/2018</p> <p>Design Project 3: Complete the thumbnails, rough and the final for design project three - Restaurant Menu. 08/01/2018</p>
14	Interactive Elements	

	<ul style="list-style-type: none"> • Produce interactive newsletter • Re-purpose a print design for interactive publication 	Design Project 4: Re-purpose project 2 newsletter for interactive publication. 08/08/2018
15	Presentation	
		Presentation: Student Presentations on Aug.15th. 08/15/2018

This distance learning class utilizes Adobe Creative Cloud. **You will need to purchase or have access to Adobe Creative Cloud in order to successfully complete this class.**