



Course Information

Semester & Year:	Fall 2022
Course Title:	Desktop Design and Publishing Using Adobe InDesign
Course Prefix & Number:	CIS138DA
Section Number:	32622
Credit Hours:	3.0
Start Date:	9/6/2022
End Date:	12/16/2022

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Course Format

The course format for this course is **On Your Time Online**.

Instructor Information

Instructor:	Melissa VerSchage
Email Preferred:	Canvas Inbox
Email Secondary:	melissa.verschage@scottsdalecc.edu
Phone:	Google Voice Number: 480-779-8704 (You can call or text this number)
Office Location:	Online or phone (your preference)
Office Hours:	By appointment only
Online Live Learning:	<u>CIS138DA Online Live Learning Fall 2022</u>
Online Live Hours:	Tuesdays, 5:00 pm to 6:00 pm

Course Description

Use of Adobe InDesign to compose and print textual and graphic materials of high quality. Includes word processing of copy, use of graphics programs, layout of design elements, printing alternatives, and file formats.

Prerequisites

None

Course Competencies

1. Describe the components, techniques, and purposes of desktop publication.
2. Configure the application environment including the necessary operating system, word processor, graphics software, and layout program.
3. Compose and print single page layout.
4. Prepare bit-mapped, object, and scanned graphics.
5. Create properly formatted text files using an appropriate word processor.
6. Produce layouts incorporating graphic elements.
7. Make multiple-page layouts demonstrating mastery of layout principles.
8. Utilize transparency, effects, and layers.
9. Assemble various documents from templates and/or models.
10. Create a Portable Document Format (PDF) document

Texts and Course Materials

Required Textbook

Adobe InDesign CC: Classroom in a Book 2022 Release

Publisher: Adobe Press

ISBN: 9780137622962 (print)

Note that the "Web Edition" includes additional interactive features, such as video tutorials and quizzes.

[View the book bundles available at AdobePress.](#)



Supplemental Textbook

White Space Is Not Your Enemy: A Beginner's Guide to Communicating Visually Through Graphic, Web & Multimedia Design 3rd Edition

Publisher: CRC Press

ISBN-13: 978-1138804647

ISBN-10: 1138804649



I will reference a few chapters in this free resource ahead of bigger projects in the course. This content will help with the design aspect of specific projects and is especially helpful for students who do not have knowledge of design principles.

Students can access the digital version of this free textbook [using the permalink](#). Students are not required to purchase this textbook for the course.

You may download the full textbook as a PDF through EBSCO. You will need to create an account; it is not associated with your MEID. For more about how to download books through EBSCO, refer to the [EBSCO SCC Library webpage](#).

Course Technologies

The following list of technologies is required for this course:

- Adobe InDesign CC 2022 (or later)
 - [There is educational pricing available for students](#)
- [System Requirements for InDesign CC 2022](#)
- Google Chrome
- YouTube Account (optional)
- Web Camera or Smartphone Camera (optional)
 - Students may participate in discussion questions by recording a video and uploading their video answers. To do so, students will need access to a camera for recording videos. This is optional and is not required.

Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Canvas Learning Management System
- Student Maricopa Gmail Account

Synchronous Communication Tools

This course implements the use of web conferencing and/or other synchronous course tools.

- Big Blue Button
- Google Meet

Streaming Media/Audio/Video Tools

This course uses webcasting, lecture capture systems, YouTube, and/or other streaming media services.

- YouTube
- Adobe Express (formerly Adobe Spark)

Student Assignment Tools

This course requires students to participate in or submit assignments using desktop or cloud-based applications.

- Microsoft Office 365
- Adobe Creative Cloud
- Google Products

Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

Late Work Policy

Assignments are due by 11:59 pm on the assigned due date in Canvas. You will have two deadlines per week on **Wednesday and Sunday**. Late assignments will be accepted **within 48 hours of the original deadline**. A 10% deduction in points will be applied per day for a total of two (2) days (maximum 20% deduction) to assignments submitted late. Please note that your grade will automatically be a zero (0) if you do not submit an assignment by the deadline. If you choose to submit it late, your grade will be adjusted manually by me when I complete my grading. **The following assignments will *not* be accepted late:**

- Extra credit assignments

- Exam 1
- Exam 2
- Exam 3
- Exam 4
- Discussion Questions
- Critique Postings
- Final Project

Discussion Questions

Discussion question topics will focus on related concepts as they apply to real world practices in digital graphics as well as broaden your knowledge about the digital graphics industry and related trends. There are no “right or wrong” answers to these discussion questions. I am only seeking your thoughts and ask that you contribute in a public forum.

Critique Postings

Critique Postings (CP) give students a chance to view their peers’ work in real time. Students may be required to post finished projects to the discussion boards. Students are required to provide a description as to why they chose their design, discuss outside influences in their final product and share with the class the difficulty they may or may not have had in completing the exercise. In addition, students are required to respond with constructive feedback to their peer’s work.

Participation

Active participation by all students in online courses provides an opportunity to learn from each other, to network with each other, and to gain support (help beyond what the instructor can provide). Connections with your peers will help you to be more successful in an online environment. You will have the opportunity to share your experiences with others and to learn from and about others in a virtual environment. For these reasons, participation is expected in this course and will affect your final grade.

Adhere to the following list of best practices for active participation to earn maximum points:

- Participation is defined as contributing at least three (3) substantive messages
 - One (1) initial posting to the original question
 - Two (2) reply postings to peers

- Respond to other student questions or comments. Responses to the instructor only will not result in participation points.
- Spell and grammar check postings to avoid a loss in points.
- Students who post only on the due date (one day only for all three required postings) will lose participation points.
- **Read the discussion boards daily.** Checking the boards daily will help to generate dialog over the course of a week so that you can reflect and participate substantially. You will find a “subscribe” button on the Discussion page.

Academic Conduct

In addition to the general college Academic Honesty policy stated in the Canvas course under the Course and College Policies section, the following additional polices apply to this course:

The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the College or other sanctions as specified in the Scottsdale Community College Academic Integrity Policy. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism or facilitating such activities. Specific examples of academic misconduct relating to this course include:

- Copying another student's work and turning it in as one's own.
- Submitting another student's file as your own.
- Working jointly on an assignment, with each student turning in a copy of the joint product, creating the impression that each student completed the work independently.
- Submitting the “final” file from the publisher materials as your own.

Each student must complete his/her own work on his/her own computer with his/her own data files. If you are caught turning in another student's work, **both students will receive a zero and may be withdrawn for academic misconduct from the class with a grade of 'Y'. Cheating on an exam will result in immediate withdrawal for academic misconduct from the course with a grade of 'Y'.**

Grading Standards & Practices

Grade Scale

Changes, additions, or deletions of assignments are at the discretion of the instructor. Grading will be based on the following scale:

Letter Grade	% Range
A	100% - 90%
B	89% - 80%
C	79% - 70%
D	69% - 60%
F	59% or less

Final Grade Calculation – Grade Weighting

You must complete the Applied Final Project for this course as it is required. If you do not complete the Applied Final Project, you will receive a failing grade (F) for this course.

Although the total amount of points earned in the class may vary, your final grade will be weighted as follows:

Requirement	% Weight of Final Grade
Assignments (includes Midterm project)	55%
Discussion Questions and Participation	10%
Quizzes and Exams	15%
Applied Final Project	20%
Total	100%

Students cannot earn more than 100% in this class as a final grade.

CIS Tutoring Lab

We urge CIS students to utilize the **Virtual CIS Tutoring Lab**. This lab is used for hands-on class work and is staffed with CIS instructors. Any SCC student currently enrolled in a CIS course may use this lab. A detailed lab schedule with instructor assigned times and the URL link is posted in your Canvas course.

Online Live Learning (OLL)

Online Live Learning (OLL) is live teaching + tutoring that occurs weekly in your virtual classroom. This live session will give students an opportunity to learn from their online professor as well as receive individualized and group tutoring. I will hold these twice a week, live in the Canvas classroom. All OLL sessions will be recorded and held in the classroom for 14 days for students to view at their convenience.

Response Time

Students can expect a response to emails within **24 hours** for the instructor to respond to messages sent via the Canvas Learning Management System or email. Students can expect assignments to be graded within **7 days** of the assignment's due date.

Attendance Policy

Weekly participation is required in this course. Students are expected to log into the Canvas classroom regularly and participate per assignment instructions. Students who do not participate regularly will be subject to the course withdrawal policy.

Because you have chosen to “attend” this course in an **online** environment, you must be motivated, self-disciplined, and eager to participate. To realize the full benefits of this course, you should adhere to the deadline schedule for course assignments.

Withdrawal Policy

In addition to the general college Withdraw policy, the following additional withdraw policies apply to this course:

- Students must participate in this online course within the **first three (3) days** of the start date or they will be withdrawn.
- Students who do not participate for **two (2) weeks consecutively** will be withdrawn for attendance. Participation is defined as follows:
 - Submitting homework on or before due dates
 - Participating in discussions/critiques over the course of a due date
 - Completing exams/quizzes on or before due dates
 - Just logging into the Canvas course does **NOT** count as participation

The official date to request a withdrawal from your instructor in this course is:

Monday, October 17, 2022.

Instructional Contact Hours (Seat Time)

This is a three (3) credit-hour course. Plan to spend at least three hours on course content or seat time (direct instruction) and six hours on homework weekly, so total hours are **9 to 10 hours** per week.

Online Tutoring

SCC's tutors are available online to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the [SCC Tutoring & Learning Centers](#) page for detailed information on the five learning center's hours and procedures.

As much as possible, it is highly recommended that you utilize SCC tutors since they are more familiar with SCC coursework, instructor expectations, and assignments; however, if you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. Brainfuse provides online tutoring in a variety of academic subjects. Each student may utilize up to 6 hours of online tutoring through Brainfuse per semester, and has the option of requesting additional time if needed.

To access Brainfuse and begin working with a tutor:

1. Visit the [SCC Online Tutoring Services Through Brainfuse](https://www.scottsdalecc.edu/students/tutoring/online-tutoring) page (<https://www.scottsdalecc.edu/students/tutoring/online-tutoring>)
2. Click the **Visit a tutor online** button
3. Enter your MEID and password
4. Choose your topic and subject
5. Click the **Connect** button

Please use your time effectively and be prepared with your questions before you connect to a tutor. Tutors and students communicate in real-time so whatever you type, draw, or share on the screen, the tutor sees, and vice versa. You may also want to have screenshots ready if applicable. All Brainfuse sessions are recorded for review later.

Learning Tools and Your Privacy and Security

SCC utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. To allow student access to the application, site or tool, certain identifiable information may be required to establish a user name or password, and submit work and/or download information from these tools. Inherent with

all internet-based tools, there is a risk that individuals assume when electing to use these tools, as they may place information at risk of disclosure.

To use learning tools responsibly, please observe all laws and the Maricopa Community College District [Student Conduct Code](#), such as copyright infringement, plagiarism, harassment or interference with the underlying technical code of the software. As a student using a learning tool, you have certain rights. Any original work that you produce belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records. Your contributions to learning tools constitute an educational record. By using the tool, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course and the **College Policies & Student Services** page found in the First Steps module of your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.