GAVILAN COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: CSIS 73   DIVISION: 50   ALSO LISTED AS: DM 73

TERM EFFECTIVE: Fall 2018   **Inactive Course**

SHORT TITLE: DTP - ADOBE INDESIGN

LONG TITLE: Desktop Publishing - Adobe InDesign

Units	Number of Weeks		Contact Hours/Week		Total Contact Hours
3	18	Lecture:	3	Lecture:	54
		Lab:	0	Lab:	0
		Other:	0	Other:	0
		Total:	3	Total:	54

COURSE DESCRIPTION:

This course will provide students the opportunity to learn to use basic features of desktop publishing software to create all types of publications: flyers, brochures, newsletters, and advertisements. Included in the course will be basic page layout and design principles and integrating text and graphics to create attractive business publications. The course will be taught with Adobe InDesign. This course has the option of a letter grade or pass/no pass. Also listed as DM 73. ADVISORY: Completion of CSIS 1 or completion of CSIS 2.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES
          L - Standard Letter Grade
          P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:
          02 - Lecture and/or discussion
          05 - Hybrid
          72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

1.   Create personal documents such as business cards and resumes.
Measure: Homework, projects, lab exercises
PLO: 1
ILO: 7, 2, 3
GE-LO:
Year assessed or anticipated year of assessment: 2016

2.   Create business documents such as flyers and advertisements.
Measure: Homework, projects, lab exercises
PLO: 1
ILO: 3, 7,5, 2
GE-LO:
Year assessed or anticipated year of assessment: 2016

3.   Create a newsletter with graphics and drawn objects.
Measure: Homework, projects, lab exercises
PLO: 1
ILO: 3, 7,5, 2
GE-LO:
Year assessed or anticipated year of assessment: 2016

4.   Create a course project illustrating Desktop Publishing techniques.
Measure: Homework, projects, tests, quizzes
PLO: 1
ILO: 3,7,5, 2
GE-LO:
Year assessed or anticipated year of assessment: 2016

PROGRAM LEARNING OUTCOMES:
Student will have skills to work with graphic designers preparing content and printing brochures, posters, catalogs, books, and other advertising materials.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS
Inactive Course: 05/14/2018
WEEKS 1-2   HOURS: 6
Lecture:
Getting started with Adobe InDesign
Threading text in frames and working with styles.
Placing graphics and working with master pages.
Using work areas, layers
Setting up a new document and master pages.
Applying and editing master pages
Homework:
Create, save, and print Adobe InDesign files.
Use styles and treading text in frames.
Place graphics in documents and create master pages.
Performance objectives:
The students will create, save, and print Adobe InDesign files.

The students will use styles and treading text in frames.

The students set up master pages and place graphics in documents.

WEES 3-4   HOURS 6

Lecture:

Working with frames

Modifying text and graphics frames

Creating new frames

Orienting objects in space.

Homework:

Create documents with using frames.

Modify text and graphics frames.

Place objects in frames and master documents.

Performance objectives:

The students create documents using frames.

The students modify text and graphics frames.

The students place objects in frames and master documents.

WEEKS 5-6   HOURS: 6

Lecture:

Creating and applying colors, tints, and gradients

Defining printing requirements

Adding colors to the Swatches palate

Applying colors to objects

Creating dashed strokes.

Working with gradients, tints, and spot colors

Homework:

Create documents using colors, tints, and gradients.

Establish printing requirements and color standards.

Use colors and dashed strokes in documents.

Performance objectives:

The students create documents using colors, tints, and gradients.

The students establish printing requirements and color standards.

The students use colors and dashed strokes in documents.

WEEKS 7-8   HOURS: 6

Lecture:

Importing and linking graphics

Adding graphics and managing imported files

Working with files from other applications.

Drawing Vector graphics

Setting up document grid

Using drawing tools

Homework:

Create documents with imported and linked graphics.

Use files from other applications, such as Illustrator, PS, or other applications.

Use vector graphics and set up document grid.

Use drawing tools and graphic tools to create items in document.

Performance objectives:

The students create documents with imported and linked graphics.

The students use files from other applications, such as Illustrator, PS, or other applications.
The students use vector graphics and set up document grid.
The students use drawing tools and graphic tools to create items in document.
WEEKS 9-10   HOURS: 6
Lecture:
Working with shapes
Working with transparency
Importing and colorizing images
Applying transparency settings
Exporting PDF files.
Homework:
Create documents with shapes and transparency.
Import images and colorization patterns.
Export PDF files and other file formats.
Performance objectives:
The students create documents with shapes and transparency.
The students import images and colorization patterns.
The students export PDF files and other file formats.
WEEKS 11-12   HOURS: 6
Lecture:
Importing and editing text
Flowing text and aligning text
Working with styles and threaded text
Setting up and changing number of columns
Spell checking pages and creating text paths.
Homework:
Creates files that use imported text and modify the text.
Use styles, aligned text and threaded text.
Set up files use columns in a page, and then change the number of columns.
Performance objectives:
The students import and edit text from other documents.
The students create documents with threaded text, aligned text, and styles.
The students use and change columns on pages.
WEEKS 13-14   HOURS: 6
Lecture:
Working with Typography
Adjusting vertical spacing and paragraph alignment.
Changing font and type styles.
Adding decorative fonts, special characters and font features.
Working with tabs, indents, and rules.
Homework:
Create documents with various vertical spacing and paragraph alignment.
Create documents with different fonts, characters, and styles.
Create documents that use tabs, indents, and rules.
Performance objectives:

The students create documents that use tabs, indents, and rules.

The students create documents with different fonts, characters, and styles.

The students create documents that use vertical spacing and paragraph alignment.

WEEKS 15-16   HOURS: 6

Lecture:

Creating tables.

Importing and formatting tables.

Using graphics and formatting text in tables.

Homework:

Create three types of tables.

Import tables from other applications and reformat the tables.

Insert graphics in a table and format text in tables.

Performance objectives:

The students create new tables

The students import tables from other applications and reformat the tables.

The students insert graphics in tables and format text in tables.

WEEK 17-18   HOURS: 6

Lecture:

Using XML commands and files.

Using XML tags and defining XML tags.

Exporting XML files.

Creating books.

Adding TOC and book indexes.

Maintaining consistency in a book.

Homework:

Add XML commands to a file.

Export the XML file.

Set up commands for generating and organizing a book.

Performance objectives:

The students use XML commands to create files.

The students set up files that can be exported as XML files.

The students organize files to generate a book

The students add TOC and index for a book.

Final and final projects

METHODS OF INSTRUCTION:

Lecture, computer demonstration, examples, projects. Lecture, computer demonstration, examples, projects.

METHODS OF EVALUATION:

The types of writing assignments required:

Written homework

Reading reports

Lab reports

The problem-solving assignments required:

Homework problems
Field work
Quizzes
Exams
The types of skill demonstrations required:
Class performance
Performance exams
The types of objective examinations used in the course:
Multiple choice
True/false
Completion
Other category:
None
The basis for assigning students grades in the course:
Writing assignments: 20% - 40%
Problem-solving demonstrations: 20% - 40%
Skill demonstrations: 40% - 60%
Objective examinations: 10% - 40%
Other methods of evaluation: 0% - 0%

REPRESENTATIVE TEXTBOOKS:
Required:
Anton and Cruise. Adobe InDesign CC Classroom in a Book (2015 release) 1st Edition, Adobe Press, 2015.
Or other appropriate college level text.
Reading level of text, Grade: 12+   Verified by: ev
Other textbooks or materials to be purchased by the student: USB drive

ARTICULATION and CERTIFICATE INFORMATION
    Associate Degree:
    CSU GE:
    IGETC:
    CSU TRANSFER:
        Transferable CSU, effective 200630
    UC TRANSFER:
        Not Transferable

SUPPLEMENTAL DATA:
Basic Skills: N
Classification: Y
Noncredit Category: Y
Cooperative Education:
Program Status: 1 Program Applicable
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department: CSIS
CSU Crosswalk Course Number: 73

Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: C
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000261411
Sports/Physical Education Course: N
Taxonomy of Program: 061450