



SOUTHERN MAINE COMMUNITY COLLEGE
2 Fort Road, South Portland, Maine 04106

Title: Digital Design
Credit Hours: 3, Contact hours: 45
Professor: Amie Howard
Email: ahoward@smccme.edu

Catalog Number: CNMS 135
Tel: 207.798.2227
Course Syllabus & Outline
Office Hours: *by appointment*

Course Description: In this course, students will become knowledgeable in the use of (Adobe Indesign CS) to produce documents which are of professional typesetting quality using a color laser jet printer and a color ink-jet printer. Students will work with templates, prepare and use style sheets, import graphics, place text, select fonts and prepare a variety of desktop publishing products.

Course Objectives: After completing the course the student will be able to create a variety of publications using the following features: Master pages, styles, the story editor, typography, graphics, color, tables, indexes, table of contents and templates. Students will learn to package a publication for the printer and export a publication to EPS (Encapsulated Post Script), PDF (Portable Document Format), and JPEG formats. They will have a clear understanding of publishing terms and typographic techniques.

Overview: There are sixteen project-based lessons from the textbook that teach students the fundamental concepts and techniques of page layout with InDesign CC. This text is part of the official training series from Adobe Systems and developed with the support of Adobe product experts. The lessons show students step-by-step the key techniques for working with InDesign CC. Students learn what they need to know to create engaging page layouts, flow and edit text, create and use styles, incorporate graphics and tables, and create PDF forms and eBooks, as well as the new features in Adobe InDesign CC, including the QR code generator and Font Favorites, many redesigned sample documents, numerous new tips and sidebars on workflow and best practices, and high-end typography options such as hyphenation settings.

Student Evaluation and Grading: Grading Scale (as stated in college handbook)

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|------------------|------------------|------------------|
| | 93-100 Points: A | 90-92 Points: A- |
| 87-89 Points: B+ | 83-86 Points: B | 80-82 Points: B- |
| 77-79 Points: C+ | 73-76 Points: C | 70-72 Points: C- |
| 67-69 Points: D+ | 60-66 Points: D | 0-59 Points: F |

Grading Criteria: Assignments and Class Participation will account for 75% of the final grade, some will be completed in class and others will be assigned as homework. Midterm (10%) and Final Adobe Certification Exam (15%) grades will be based on a scale of 100 points and account for the remaining 25% of the final grade.

Text, Tools, and/or Supplies Adobe InDesign CC Classroom in a Book

Publication Date: July 13, 2013 | ISBN-10: 0321926978 | ISBN-13: 978-0321926975

- A USB portable drive for back-up (minimum 2 Gigs)

- Occasionally some art supplies are needed for homework, plan on \$25

Contact Your Instructor Amie Howard: ahoward@smccme.edu

Cell Phone: 207-798-2227 (Call only between 9:00AM and 9:00PM)

Office Hours: *Book appointments using e-mail or text phone number above*

Attendance & Missed/Late Work Policy: You are required, as stated in the college handbook, to attend all classes. A portion of your grade is determined by attendance and active participation in every class. Excused absences must be documented with doctor's notes or other official form of notification. Three consecutive unexcused absences will result in a reporting of your "Last Date of Attendance" which will show up as an AF (automatic failure). Exams and presentations cannot be made up. Missed in class work must be made up outside of the class.

Miscellaneous: Cell phones, pagers, MP3 players, headphones and messaging are prohibited during class time. Please "silent" this equipment upon entering the classroom unless directed otherwise. Please do not disturb your fellow classmates during class or during open lab hours. Food and drink in the computer lab is prohibited.

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 PM following the last day of the class. You will receive an email to your student email account when course evaluations are available.

ADA Syllabus Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

SMCC Pay-for-Print Policy

Per Page Costs

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.

- a. There is a \$0.10 per page fee for standard 8.5" by 11" black and white documents.
- b. The reverse sides of duplex (double-sided) documents are free.
- c. There is a \$.50 per page fee for standard 8.5" by 11" color documents.
- d. There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
- e. There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.

Duplex charges (printing on both sides of a page) work in the following fashion: One page is \$0.10, two pages are \$0.10, three pages are \$0.20, and four pages are \$0.20, etc. The flipsides are free, but another sheet of paper is \$0.10. Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in My SMCC.

How does it work?

The College's pay-for-print system monitors printing on all printers (including those in general

access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up.

Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Why is SMCC charging for printing?

The pay-for-print system is an effort to control escalating printing costs. Charging for printing helps offset the increasing cost of supplies and encourages students to conserve resources. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an email to helpdesk@smccme.edu.

Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account.

Add-Drop Policy

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the fall and spring semesters and the second through ninth week of twelve-week summer courses. This period is pro-rated for shorter-length courses. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation "W" will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

Plagiarism Statement

If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct.