



School of Business and Leadership
MMC 113
Desktop Publishing/InDesign
Term: Fall 2021
Number of Credits: 3

Course Outline

INSTRUCTOR: Jon Gelinias

E-MAIL: jgelinas@yukonu.ca

TELEPHONE: (867) 668-8766

OFFICE LOCATION: T1026-D (Next to Multimedia Lab)

OFFICE HOURS:

Drop-In: Mondays, Tuesdays 11am-12pm

By appointment: Mondays, Tuesdays and Thursdays from 4-5pm

CLASSROOM: Multimedia Lab T1030-A

COURSE DATES & TIMES:

Mondays 1-4pm, Sept. 13 – Dec. 6 (no class on Oct. 11)

Wednesday Dec. 8, 1-4pm (replacement day for Thanksgiving holiday)

COURSE DESCRIPTION

This course is designed to provide a thorough basic understanding of Desktop Publishing using of 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.

COURSE REQUIREMENTS

Prerequisite(s): None

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:

<https://www.yukonu.ca/admissions/transfer-credit>

LEARNING OUTCOMES

Upon successful completion of the course, students will be able 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

COURSE FORMAT

Weekly breakdown of instructional hours

Each week will require at least 3 hours of dedicated in-class course time. Additional time will be required for assignments and other activities.

Delivery format

This course will be delivered through face-to-face classes at Ayamdigut campus.

Face-to-face classes are structured to cover the course materials through lectures, examples and discussions. Hands-on experiential learning is utilized to reinforce and compliment the theory which is delivered through lectures, readings and online resources.

A detailed description of activities, in-class and online delivery schedules and associated time requirements will be presented in the first class.

The multimedia lab will be available and reserved for students in this course in the allotted course times (Monday 1-4pm) for the duration of the semester. The lab will also be available at other times for completing assignments.

It is expected that this course will require additional time each week of homework and reading. It is important to note that the time required will vary by individual.

EVALUATION

Participation & In class activities	15%
Assignments	85%
Total	100%

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for [important dates](#).

www.yukonu.ca

TEXTBOOKS & LEARNING MATERIALS

No textbooks are required for this course.

Selected online resources and readings will be provided in class and through the course page.

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

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 University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations by contacting the Learning Assistance Centre (LAC): LearningAssistanceCentre@yukonu.ca.

TOPIC OUTLINE

Class / Date	Topic
Class 1 (Sept. 13)	Course Overview / The InDesign interface & Workspace Overview
Class 2 (Sept. 20)	Getting to Know InDesign / Basic Functionality
Class 3 (Sept. 27)	Setting Up a Document & Adding Text
Class 4 (Oct. 4)	Working with Objects & Flowing Text
Oct. 11	No class – Thanksgiving Holiday
Class 5 (Oct. 18)	Editing Text & Tracking Changes

Class 6 (Oct. 18)	Typography
Class 7 (Oct. 25)	Typography 2
Class 8 (Nov. 1)	Working with Colour
Class 9 (Nov. 8)	Working with Styles and Tables
Class 10 (Nov. 15)	Creating PDF Forms
Class 11 (Nov. 29)	Creating and exporting an E-Book
Class 12 (Dec. 6)	More on E-Books / Printing and Exporting
Class 13 (Dec. 8)	Review and Final

This tentative schedule is subject to change.