



School of Business and Leadership
MMC 113
Desktop Publishing with InDesign
Term: Winter 2023
Number of Credits: 3

Course Outline

INSTRUCTOR: Jon Gelinias

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

OFFICE HOURS:

Drop-In: Mondays, Fridays 10am-12pm and 4-5pm. (excluding holidays).

By appointment: Please contact to schedule a meeting.

CLASSROOM: Multimedia Lab T1030-A

COURSE DATES & TIMES:

Mondays 1-4pm, Jan. 9 – April 12, 2023

COURSE DESCRIPTION

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

www.yukonu.ca

YUKON FIRST NATIONS CORE COMPETENCY

Students who successfully complete this course will have achieved core competency in knowledge of Yukon First Nations. By the end of this course, students will have greater understanding and awareness of Yukon First Nations history, culture, and journey towards self-determination. For details, please see www.yukonu.ca/yfnccr

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to: The successful completion of this course indicates that the student has reliably demonstrated the ability 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

Classes run once a week for 3 hours. Students are expected to arrive before class begins to log-in to their computer workstation and prepare for class.

Most class modules include an assignment used to reinforce and understand the practical application of the concepts covered. Students should expect up to 4 additional hours of time outside of class each week for completing assignments.

Delivery format

Classes are delivered face-to-face in the Multimedia lab (room T1030) at YukonU's Ayamadigut campus in Whitehorse.

Conventional lecture and demonstration methods are used to present the theory portion while hands-on demonstrations, projects and assignments are utilized to reinforce and complement the theory.

During class time the instructor will introduce tools and concepts which will then be applied through instructor-led, hands-on software lessons. This will be supplemented by independent, self-directed exercises and assignments. Though some class time will be allotted for working on assignments, students should expect to dedicate additional time outside of regular class times to complete assignments. The multimedia lab is

available for students in the class to use outside of class time. Lab schedules and protocols will be presented in the first class.

EVALUATION

Desktop Publishing Theory	15%
Assignments	85 %
Total	100%

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates.

TEXTBOOKS & LEARNING MATERIALS

No textbooks are required for this course.

Selected online resources and readings will be provided in class.

Though not required, the Adobe InDesign CC Classroom in Book series of textbooks (from 2013-2022) are suggested for reference if you are not comfortable researching and reading online content.

RELATED COURSE REQUIREMENTS & LEARNING MATERIALS

The course is delivered in the multimedia computer lab (room T1030). Though it is not required for you to provide your own computer workstation, acquiring a personal computer and the course software (Adobe Create Cloud) are suggested for optimal learning. Students should purchase a USB flash drive or external hard drive to backup and transfer files or be prepared to utilize cloud storage options.

Students should be comfortable working on Apple computer operating systems as all classes and assignments will be created and delivered digitally. Some instruction on required basic functionality will be covered in class and additional resources are included on 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.

ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact Accessibility Services for resources or to arrange academic accommodations:

access@yukonu.ca.

TOPIC OUTLINE

This tentative schedule is subject to change.

Class / Date	Topic
Class 1 (Jan. 9)	Course Overview / The InDesign interface & Workspace Overview (Chapters 1)
Class 2 (Jan. 16)	Getting to Know InDesign
Class 3 (Jan. 23)	Setting Up a Document
Class 4 (Jan. 30)	Working with Objects Flowing Text
Class 5 (Feb. 6)	Flowing Text Editing Text
Class 6 (Feb. 13)	Typography
No class	Reading week - Feb. 20-23
Class 7 (Feb. 27)	Typography 2
Class 8 (Mar. 6)	Working with Colour
Class 9 (March 13)	Working with Styles (Chapter 9) / Creating Tables
Class 10 (March 20)	Creating Tables (Chapter 11) / Creating PDF Forms

Class 11 (March 27)	Creating and exporting an E-Book
Class 12 (April 3)	More in E-Books / Printing and Exporting / Review
Class 13 (April 12 - Wednesday make-up class for Easter Monday)	Work period for final assignment