

Nashville State Community College
English, Humanities and Creative Technologies
Visual Communications

COM 2120 Electronic Publishing I

3 credit hours

An introduction to page layout software using Adobe InDesign. Topics include page setup, the use of text boxes, manipulation of text using basic typographic etiquette, and the use of picture boxes in a variety of print documents. 3 credit hours, 3 class hours.

Prerequisites: Basic computer skills.

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Textbook and Other Materials:

Required Textbook: *Exploring Adobe InDesign Creative Cloud*, 1st Edition, by Terry Rydberg.

ISBN-10: 1305263642, ISBN 13: 9781305263642

Required Online Tutorials: students are required to watch video tutorials on Lynda.com.

Free student subscriptions are available to NSCC students. Videos assigned as homework will require access to a computer. If you do not own one, you will have access to the Computer Open Lab in C219. You may call for open hours: 353-3678.

Required Supplies:

- Electronic file storage (USB flash drive, portable hard-drive)
- 3 ring binder for handouts and assignments
- Student is responsible for having final project printed and bound (estimated cost \$25)

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.

Note: Your homework will require you to have regular access to a computer with Adobe InDesign (Creative Cloud). While a subscription to Adobe Creative Cloud is not

required, it is strongly suggested. If you do not own a computer, you will have access to the Computer Open Lab in C219. You may call them for open hours: 353-3678.

Course Outcomes:

Upon successful completion of this course, students should be able to:

1. Demonstrate a working understanding of Adobe InDesign page layout software through the successful completion of multiple projects.
2. Demonstrate familiarity with printing options by printing documents with and without crop marks, bleed marks, and registration marks.
3. Control typographic choices by creating and linking text boxes, placing text from provided documents, editing text, and selecting typeface, size, leading and alignment.
4. Use tabs and indents effectively to organize data.

Course Competencies:

The following are detailed course competencies intended to support the course outcomes.

1. Identify the page, margins, columns and document rulers.
2. Identify the ruler zero point and demonstrate the ability to reposition the zero point.
3. Use ruler guides to help position page elements consistently.
4. Show and hide invisible characters and explain the usefulness of this ability.
5. Use the Save As command to create a new document in a specified location.
6. Insert a line break, and identify examples of good and bad line breaks on a quiz.
7. Use hyphens, em dashes and en dashes appropriately.
8. Use picture boxes to place images, and wrap text around images.

Course Assessments:

Grades are determined by completion and quality of the assignments, class attendance & participation, and performance on all quizzes and tests. The following performance assessments will be used to demonstrate students' understanding, knowledge and skills:

Attendance / Participation: This is a daily grade that is based on arriving on time, staying the full class period, participating in class discussion/activity, and leaving your space as you found it (i.e. pushing in your chair and logging out of your computer). Students who sleep or text during lecture or use the internet for purposes that do not pertain to the class material will not receive points for participation.

Quizzes: Multiple choice, identification and short answer quizzes may be given in class or assigned as homework for the following week. All quizzes will be taken on the computer using NS Online. In class quizzes cannot be made up if you are late or absent. Quizzes assigned as homework will require access to a computer. Late

Quizzes will not be accepted. If you do not own one, you will have access to the Computer Open Lab in C219. Call for open hours: (615) 353-3678.

Assignments / Projects: All assignments are due on assigned due date even if you are absent. Should you miss a class, you must contact me for instructions on submitting your assignments. Work turned in one week late will receive one letter grade reduction. Work more than one week late will receive a zero.

Exams: will be a combination of multiple choice, short answer, and identification. Midterm and final exams will be given in class using NS Online. Exams cannot be made up unless arrangements are made prior to the exam date.

Grading Policy

10% Attendance / Participation

40% Quizzes & Assignments

20% Midterm Exam / Project

30% Final Exam / Project

Grading Scale:

A 93-100

B 85-92

C 77-84

D 70-76

F Below 70

FA (see below)

FN (see below)

FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN:

An FN is awarded to students who never attended class.

Attendance Policy

Absences are counted from the first scheduled meeting of the class. You are expected to attend all classes, to be on time, and stay until class is dismissed. Absences and tardiness for any reason will affect your grade. Any student arriving late or leaving class early will be considered tardy: two such occurrences will count as one absence.

Students missing more than one-third of a class will be counted absent even if they attend the remainder of the class session. You are responsible for all assigned work in the course regardless of excused or unexcused absences. If you stop attending class for any reason, you should officially withdraw from the course.

Student Expectations

- Your homework will require time, effort, and planning. Do not take this course if you are not willing to commit to these requirements.
- Come to class prepared. Bring your file storage, textbook and any other assignments to class every week. Coming to class without these things will have an impact on your grade.
- Turn off all cell phones before coming to class. No texting in class. Disruption of class, whether by inconsiderate behavior and/or inappropriate behavior or electronic devices will not be tolerated.
- Maintain a professional attitude. Pay attention and be courteous in class: only one speaker at a time, no side discussions, sleeping, eating, reading other material, or doing other homework.
- Computers are for class work only; do not use the internet for purposes that do not pertain to the class material.
- Copying or Piracy of software is illegal, subject to fines, and grounds for dismissal.
- At the end of class you must log out from your computer, push in your chair and dispose of any trash.
- Food / Drink Policy: no food in the class, and only water with a screw top allowed at the center tables.

Technology Statement

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through NS Online course shells. Computers are available for student use at each campus during campus open hours.

NS Online and myNSCC

It is students' responsibility to check NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the

information communicated through those channels. NS Online contains specific course information and myNSCC contains information important for other purposes.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

Classroom Misconduct

Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an “F” or a “zero” for the assignment, exercise, paper, or examination, or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

Academic Early Alert System

Nashville State Community College uses an Early Alert System to let students know of a faculty member’s concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student’s academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

RAVE Emergency Alert System

Emergency events can happen at any time and Nashville State Community College wants to be able to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://www.getrave.com/login/nsc> to confirm and update your contact

information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you. Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Inclement Weather & Campus Closings

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nsc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the NS Online course shell. Check NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the NS Online course, e-mailing through NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access NS Online to complete classwork and the assignment that will be posted in the NS Online course site.

Notice of Right to Retain Student Work

The Visual Communications program reserves the right to retain copies of selected examples of student work for teaching purposes, promotional purposes, and as part of the permanent collection.

Food / Drink Policy: no food in the class or darkroom, and only water with a screw top allowed at the center tables.