Nashville State Community College
Business & Applied Arts
Visual Communications

COM 2120 Electronic Publishing I
3 credit hours
Tuesday 10am-1:00pm
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:
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Office Location: C107H
Office Hours:
Monday:
Tuesday:
Wednesday:
Thursday:
Friday:

Textbook and Other Materials:
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
• In addition to these supplies, students will be required to pay to have a final design book printed at a local print shop. Cost for this is usually around $20.

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 10 point 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 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. 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
- 10% Quizzes
- 30% Projects & 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)

Per TBR policy, a student who does not officially drop or withdraw from a course, but receives a failing grade, will receive an “FA” if the last day of attendance was earlier than two-thirds into the part-of-term. That date equates to the last day to withdraw from the course.

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 that 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.
- 3 absences will lower your final grade 1 letter grade.
- 4 non-consecutive absences will earn you an “FA”
If you stop attending class for any reason, you should officially withdraw from the course.
**Academic Early Warning System**
Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student’s academic standing.

**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.

**Student Communication Channels**
It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

**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 Desire2Learn (D2L) course shells. Computers are available for student use at each campus during campus open hours.
ADA Compliance Statement
Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Access Center at 353.3721.

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 sanctions. Please consult your Student Handbook for more specific details. The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College. Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, lap-top computers, games, etc.). Please be aware that children are not allowed in class or unattended on campus.

Academic Dishonesty (Honor Code)
Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer’s Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.
In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.
RAVE Emergency Alert System
Emergency events can happen at any time and Nashville State Community College wants to be able 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://getrave.com/login/nscc 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 Policy
In the event of an inclement weather event, check the Nashville State web site home page at www.nscc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17). When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Notice of Right to Retain Student Work
The Visual Communications Program reserves the right to retain selected examples of student work for teaching purposes, promotional purposes, and as part of its permanent collection.