

Nashville State Community College
Business & Applied Arts Division / Visual Communications

Course Title: Com 2130 Electronic Publishing II

Credits: 3 Class Hours: 3

A continuation of COM 2120. Topics include: use of style sheets and master pages, manipulation of type and images, and production of various print materials including a menu, 2-page spread, book jacket, and multi-page document. **Prerequisites(s):** COM 2120 Electronic Publishing I

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Textbook and Other Materials:

- Textbook: *Exploring InDesign Creative Cloud* by Terry Rydberg, 1st edition (textbook from COM 2120) ISBN-10: 1305263642, ISBN 13: 9781305263642
- Reference Materials: Lynda.com account, Pinterest account
- A portable media storage device (USB thumb drive/flash drive)
- X-acto knife and replacement blades (#11) or access to a good paper cutter
- In addition to the basic supplies listed above, there will be specific projects you will be required to have professionally printed
- In addition to the basic supplies listed above, there may be specific supplies or images you may need to purchase to complete your projects

Course Outcomes:

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

- Demonstrate and apply knowledge of page layout to include printing specifications by industry standards for single and multi-page documents.
- Create and apply correct typography symbols such as em and en dashes and adjusting type by kerning and tracking.
- Demonstrate the ability to manipulate and arrange the different elements within a document according to different printing specifications.
- Demonstrate their ability to create and edit style sheets.
- Demonstrate their ability to import text and images into their documents, create master pages, link and unlink text boxes, and work with layers.

Course Competencies:

- Explain the process and procedures involved in development of their projects
- Prepare and present their work in a critiquing session
- Develop a good understanding of the software program for page layout
- Understand the value of good time management skills
- Have a basic understanding of the terminology for the software program
- Explain the concept of using layers
- Identify the type fonts used in their projects
- Create work that reflects good concepts and use of design principles
- Have a good understanding of creating a document using style sheets
- Know the importance of reading and understanding instructions both written and verbal
- Work within the deadlines established for completion of their projects and how deadlines are important by industry standards
- Design and produce portfolio quality projects for approximately five to six projects emphasizing practical application to realistic situations
- Demonstrate the use of various media and illustrative options in preparing graphics and importing text and images
- Understand file formats for imported text files

Course Assessments:

The following performance assessments will be used to demonstrate students' understanding, knowledge and skills:

There are approximately five to six major projects that students will create using Adobe InDesign. These projects are graded individually using a point system within a rubric specific to each project.

Grade Breakdown

30% Participation, Homework & Quizzes

60% Projects

10% Mid-term Exam

Make-up procedures for missed assignments and work:

Students are responsible for all material covered and projects assigned according to the established deadline dates. A zero will be recorded for any missing assignments. There are no make-up exams or projects accepted past the due dates unless a doctor's excuse can be provided. Lack of participation on a weekly basis could affect your final grade.

Grading Policy

A grade of "C" or above must be earned in all COM and PHO courses to meet prerequisite and graduation requirements.

Grading Scale:

Letter grades will be calculated according to the following scale.

100 – 93 A

92 – 85 B

84 – 77 C

76 – 70 D

Below 70 F

FA or 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 that one hour of 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/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 & 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.