



Integrated Design

CIS 136 I60

Fall 2019

Number of Credits: 3

Office: WA 226-E

Days Class Meets: Online

Contact Phone: 517-796-8517

Meeting Times: Online

Contact Email: hugheschristil@jccmi.edu

Location: Online

Office Hours: T,R,F 10-2:00pm – By Appt.

Instructor: Christie Hughes

Online: Typical response time is 24-48 hours.

Course Description

Learn the basics of desktop publishing using Adobe InDesign®. Students use computers and laser printers to create professional-looking publications that incorporate illustrations and bit map graphics.

Prerequisite(s)

CIS 127, ART 101 or ART 103 or ART 152

Course Goals

Utilizing industry technology, grasping workspace workflow, working with text, spacing, graphics, color and effects, editing content, multiple page docs, paragraph + character styles, master pages + grids, packaging + production, tabs + tables, color themes, interactive links and critique.

Course Objectives

The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

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

- The student will be capable of recognizing aesthetic desktop publishing documents.
- The student will navigate complex page layout and digital functions
- The student will create an assortment of designs that will sell a concept, or product

- The student demonstrates understanding of preflight and preparing files for production

EC 1 Think Critically and act responsibly.

EC 2 Work productively with others, recognizing individual contributions to group success.

EC 3 Exhibit technological literacy.

Textbook

Text Book Zero: This course uses open access resources – Adobe Help X.

<https://helpx.adobe.com/indesign/tutorials.html>

Text Book Zero! There is no text required for this course. More information regarding Textbook Zero is available at the following link: <https://www.jccmi.edu/academics/tbz/>

Extras

Students are required to have internet access, and regular access to Adobe Creative Cloud, InDesign®. Also, students can benefit from using a pencil and sketchbook/paper for ideation.

Grading Procedure

| | |
|---------------------------|---------------------------------------|
| Exercises/discussions (9) | 25 points each = 225 pts |
| Projects/discussions (3) | 75-100 est. points each = 200-250 pts |
| Assessments (2) | 50-75 est. points each = 100 pts |
| TOTAL | 600 pts (est.) |

Grading Scale

| GPA | GRADE RANGE |
|-----|-------------|
| 4.0 | 94-100% |
| 3.5 | 89-93% |
| 3.0 | 84-88% |
| 2.5 | 78-83% |
| 2.0 | 72-77% |
| 1.5 | 66-71% |
| 1.0 | 60-65% |

| | |
|-----|--------|
| 0.5 | 55-59% |
| 0.0 | 0-54% |

Failure

Students must achieve a passing grade of D or above by completing all required examinations, submitting all required exercises and projects, and meeting the standards of the school attendance policy.

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization.

Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Course Management

Withdrawal

Because courses vary in length, it is critical that you check the last day to drop or withdraw by going to www.jccmi.edu , under 'Quick Links' choose "Drop Classes". If you receive financial aid, call 517-796-8410 to discuss the impact of dropping or withdrawing. Students who stop attending class without completing a withdrawal form will receive a grade of 0.0. It is the student's responsibility to withdraw from a course. The instructor cannot issue a drop from this course for you. You should initiate a withdrawal at the main campus Registrar's Office or at any JC center if you cannot complete the course. You should

also contact the instructor when considering a withdrawal.

Incomplete

No incomplete grades will be given in this class except under extenuating circumstances and if the student has completed at least 75% of the work and has a grade of at least 2.0 in the course. The grade of "I" is not awarded to students who did not attend, or seldom attended, or to those who simply are not pleased with their final grades. Students receiving an "I" submit only the remaining work that had not been completed at the end of the semester. Students do not redo work that had already been graded.

Audits

Students who do not wish to receive a grade from the course may opt for an "audit," which means they will not receive a grade. They may turn in their work and take tests for evaluation. Students who sign up to "audit" and now wish to receive a grade must contact the Registrar's Office at main campus or personnel at the extension centers by **the drop/add date** listed in Academic Calendar within this syllabus.

Extra Help

Tutors (plus additional services for academic success) can be accessed by calling 517-796-8415 or by stopping by the Center for Student Success, Bert Walker Hall Room 123. Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning

Makeup Policy

Students are responsible for completing and submitting the material and assignments covered each unit. Notify your instructor if you are going to miss any work. Up to one (1) week is allowed (no questions asked) for missed work with up to 20% point deduction. After two (2) weeks, the assignments are not accepted unless it has been agreed upon otherwise with the instructor.

Help

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

<https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>

Calendar

**Calendar timelines and assignments are an approximation and could be changed.*

| UNIT | DATE | TOPIC | HOMEWORK |
|------|--------|--|--|
| 1 | Oct 28 | Intro, Workspace, Working with Text | Forum, Exercise Begin Ad Project - Initial Draft |
| 2 | Nov 4 | Graphics/Images + Frames Color and Effects | Forum, Exercise, Ad Project Due Begin Booklet – Initial Ideas |
| 3 | Nov 11 | Edit and Arranging Content Multiple Page Docs | Forum, Exercise Booklet Continued |
| 4 | Nov 18 | Character + Paragraph Styles | Forum, Exercise |
| 5 | Nov 25 | Master Pages + Grids | THANKSGIVING BREAK Forum, Exercise Booklet Due Calendar Draft – Initial Ideas |
| 6 | Dec 2 | Tabs + Tables | Forum, Exercise Calendar Interactive Links |
| 7 | Dec 9 | Interactive Documents, PDF/SWF Buttons, Hyperlinks, Animation | Final Assessment Calendar Due |

Important Dates: Winter 2019

| DATE | EVENT |
|------------------|--------------------------------|
| OCT. 28, 2019 | DAY AND EVENING CLASSES BEGIN |
| NOV. 27 – DEC. 1 | THANKSGIVING BREAK, NO CLASSES |
| DEC. 21, 2019 | GRADES DUE |

Student Responsibilities

You may be asked to search for images or graphics to use for the assignments in this class. Feel free to visit any Web site of interest, but **do not upload any copyrighted material in JetNet** — anything from an article to a cartoon—without the permission of the copyright owner. ***YOU MUST CREDIT THE AUTHOR OR ARTIST AT ALL TIMES.*** This will be discussed in class further.

Attendance Policy

In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student participation in classes will occur at three designated times each semester. Instructors will assign one of three non-transcript letter symbols to each student during each reporting period (see below). Students identified as no longer participating will be dropped or administratively withdrawn from the class, and students identified as needing academic assistance will be contacted.

Caveat

There may be things that would require revisions to the syllabus or calendar. For example, severe weather, causing cancellation of classes or instructor illness causing changes in the calendar. Other events may affect the course calendar (at times it varies). Typing errors or a due date that must be changed may occur. In any case, the class will be notified of changes to the syllabus or calendar.