



Don Petrilli, Instructor
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Course Code: 20524

Lecture Hours:
 Tues. 10:00-11:50 a.m.

Lab Hours:
 Thurs. 10:00-11:50 p.m.

Office Hours:
 Tues. 1:00-2:50PM
 Thurs. 1:00-2:50PM

Digital Documents (Adobe InDesign)

Course: Graphic Arts 132, Digital Documents (Adobe InDesign) Spring 2012

Units: 2.5

Recommended Preparation: GrArts 230 Computer Basics for Graphic

Students in this class will be signed-up for Graphic Arts 501 a 0 unit, non credit Open Lab. There is no cost to the student. Students will not be permitted to use the Graphic Arts Computer Lab other than their scheduled class time without, being enrolled in GrArts 501 Open Lab, possessing a Laney Student Identification Card and receiving an initialed Graphic Arts Sticker from their class instructor.

Note: Course syllabus, Assignment Sheets, and Lecture Handouts along with other materials can be found at http://elaney.org/wp/graphic_arts/graphic-arts-courses/ and are password protected.

The password is the same as the computer login plus the course number with no spaces.

Text Required: *Adobe InDesign CS5, The Professional Portfolio* ISBN 978-1-936201-03-7

Materials Required: 1. Minimum of 1 USB Flash Drive,
 2. 1 - "C-Thru" brand graphic arts ruler or equivalent

Purpose: Digital Documents GrArts 132 is an introductory class providing students with the basic skills needed for page layout on a computer work station using Adobe InDesign. This is a project oriented class requiring students to have some previous knowledge about computers and software.

Student Learning Outcomes:

Upon satisfactory completion of this course of study the student will be able to:

- Utilize a basic computer workstation to build print ready page layout files
 - Create various typical desktop publishing documents such as; price lists, menus, newsletters, advertisements, multi-page documents, brochures, etc.
 - Use Adobe InDesign page layout software in an organized file building process
 - Demonstrate the use of advanced features of Adobe InDesign such as master pages, paragraph attributes, style sheets, text box modifications, bezier lines and shapes, etc.
 - Describe image issues such as resolution, continuous tone image reproduction, line graphics image reproduction, file formats and output requirements

Objectives:

Students will be able to:

Use a computer graphic workstation to;

1. Identify computer system components.
2. Use Page Layout Software.
3. Produce various printed publications incorporating text and graphic images.
4. Demonstrate file management for computer/laser printer operations in manipulating the graphics software
5. Exhibit and understanding of the utilization of time appropriate methodologies in producing print ready files.
6. Operate computers, scanners, and printers.

Course Content:

LECTURE CONTENT: List Percents	
Understanding of electronic imaging and its placement in the production process	4%
Computer manipulation of Page Layout Software	45%
Understanding of major operational components of image manipulation software	5%
Computer imaging techniques to	17%
Establish techniques for text, artwork and photos	7%
Use of output devices	2%
File output	20%
LAB CONTENT: List Percents	
Practice content presented during lecture	10%
Individual question and answer instructor support	10%
Textbook practice exercises	30%
Project production	40%
Presentation and review of projects	10%

Grading: Grading for this course will be determined by a weighted system taking into account the various aspects of the instruction provided. All appropriate instructional methodologies will be employed to give students the best possible opportunity to achieve satisfactory grades. The final grade will be determined by the following criteria: Attendance -30% and will be assigned according to the following scale: A = 100% - 91%
Projects -70% B = 90% - 81%
C = 80% - 71%
D = 70% - 61%
D- = 60% - 21%

F = 20% - assignment, not turned in.

A "D-" average will either receive a final mark of "D" or "F" at the discretion of the instructor considering attendance, open lab attendance and number of assignments completed.

A student must complete all assignments to receive a mark of "A"

Any student absent for 3 or more lectures/presentations will not be awarded a final mark greater than a "C."

Assignment Deadlines: All assignments will be due at the time and place designated by the instructor. Missed deadlines will result in a failing grade for the project. Deadline extensions may be discussed with the instructor prior to the deadline (not the day of) but will be difficult to obtain. Student's history of attendance will be considered. Extensions may or may not be granted for personal or dependent minor illness, scheduled court appearances, personal emergencies (this does not include automobile repairs, conferences and appointments, assessments, non-emergency medical issues of self, friends or extended family, etc.). **Extensions may forfeit one grade from the instructor's evaluation grade.**

Honesty and Integrity: Students will be held to the standards of the Laney College Academic Integrity Code in addition to the following.

**Plagiarism occurs when a student misrepresents the work of another as his or her own work. Plagiarism may consist of using the ideas, sentences, paragraphs, or the whole text of another; images, photographs, drawings, or any other graphic content without appropriate recognition or permission. Plagiarism also includes allowing another person to write or substantially alter work that a student then submits as his or her own. Any assignment found to be plagiarized will be given an "F" mark and could result in an "F" mark in the class. All instances of plagiarism will be reported to the Dean of the Division and further action may be taken by the College.*

*The basis for this text is taken from the publication titled "Dean's Reminder" attached to "A Fall 2007 Message from the Dean" distributed by Laney College, Office of the Division II Dean, Vocational Technology, authored by Peter L. Crabtree

Attendance: Regular and on-time attendance is a course requirement plus proof of one additional hour per week of open lab (except for Saturday classes). "Instructors may drop a student from class if the number of absences during a semester exceeds the times the class meets in two weeks. . ." Absences and tardiness will be reflected in the final grade. In the case of over enrolled classes students missing any one or more of day 1, 2, or 3 without contacting the instructor will be dropped. 10% of the total class days absent can lower your grade one level, i.e. an "A" becomes a "B", a "B" becomes a "C" etc. 3 tardies equal one absence. All students are required to be present for class presentations or lectures which will begin on the first hour of the first day of class and on regularly scheduled days as designated in the "Schedule of Classes" thereafter unless otherwise designated by the instructor. Presentations and/or lectures will not be repeated for any individual for any reason. Doctor or dental appointments of non-emergency nature are not legitimate reasons to miss class presentations or lectures. In order for students to receive credit for attendance, students must "sign-in" on the appropriate role sheet within the first 15 minutes of lecture or lab sessions and personally account for their hours of attendance. Partial attendance credit may be given by the instructor if a student signs in after the first 15 minutes of lecture or lab sessions. No postdated sign-ins will be accepted.

Add and Drop Policy: It is an individual student's responsibility to add or drop if necessary. Students not attending class, "no shows", any one of the first three sessions may be dropped from the class by the instructor.

Classroom Policies: Classroom policies include but are not limited to the following. The instructor reserves the right to administer classroom policy for the well being of the student, staff and Laney College. The following guides are for your welfare as well as that of other students. Maintaining the best possible educational atmosphere is paramount to the success of all students.

- Attendance will be accounted for daily. Students must sign-in each class in order to receive credit for attendance. Forgetfulness will not be considered as an excuse. Postdating a sign-in is not allowed. Any student signing-in for a classmate will be dropped from the class.
- It is your responsibility to check in with the instructor if you are late.
- Please call or email the instructor if you know you will be late or absent. (Limited absences will be excused if the instructor is notified prior to a class session.)
- Arrangements for alternative participation can be made in special circumstances (i.e. childcare problems, work conflicts, dependant illness, etc.).
- Class begins promptly on the hour, a 15 min. break will occur approximately 2 hours into the session.
- Food and drink in the facility is discouraged. If brought in it will be kept in the "break area" only. Please do not bring food or drink into other parts of the facilities. Student not adhering to this policy will be asked to leave. Repeated offense is grounds for being dropped from the class or expelled from the use of the Graphic Arts facilities.
- Students should plan their workday to remain at task during the whole class session, lecture and lab. Some work stations are limited and may not be available at all times.
- The copying or "down loading" of files to or from the hard drive (except individual student temporary work files) to diskettes or other storage devices is considered stealing and is illegal. Students in violation of this policy will be removed from class with a failing grade for the term. Students may be subject to prosecution by the college.
- Smoking is not permitted on the Laney College campus.
- It is the student's responsibility to drop a class if they so choose. The appropriate procedure must be processed through the Admissions and Records Office before a drop will take place. Nonattendance and/or no work completed in a course not dropped will result in a "fail" on your transcript.
- Students will have additional lab time and will be enrolled automatically in a Graphic Arts 0 unit, non credit lab. Individual instructors will give you a sticker to show proof of enrollment before you will be allowed to use "space available" during other instructor's class times. You will need to have a current Laney College I. D. Card to get your sticker.
- Cell phone use is strictly forbidden while in the Graphic Arts facility. This includes text messages. Phones will be turned off before entering the classroom or lab. Should your phone ring or require answering during class, due to an oversight on your part, leave the facility immediately.
- Students that bring any item, device or electronic storage medium into the lab that causes loss or damage to hardware or software, whether intentional or unintentional, will be held personally liable for all costs of all repair, replacement and/or restitution.
- Any student found altering the interface or operations of any of the Graphic Arts computers, peripherals or other equipment will be removed from participation in any and all Graphic Arts classes and labs.
- Student use of the internet connection is for classroom assignment and instruction only. Unauthorized use of the internet will be strictly controlled and abuse may result in dismissal from participation in any and all Graphic Arts classes and labs.

Laney College
GRAPHIC ARTS DEPARTMENT
GrArt 132 Digital Documents (Adobe InDesign)

Spring 2012 CLASS SCHEDULE

Don Petrilli, Instructor

Office: A151

Phone: 464-3263

Email: dpetrilli@peralta.edu

The following schedule may be modified to meet class/student requirements.
Topics may carry-over depending on need of participants.

FIRST WEEK (Introduction)

- Tues. 1/24: **Introductory Lecture:** Course Overview: Student responsibility, Grading policy, attendance policy, class schedule, projects. **Keep notebook/portfolio.**
Begin Introduction to InDesign: The InDesign User Interface Page 6 thru 22 in book
- Thur 1/26: **Short Lab Exercise: Finish Page 6 thru 22 in book.**
Introduce Review Picas and Points

SECOND WEEK (The InDesign User Interface)

- Tue 1/31: **Lecture 1:** Tools, Panels, Customizing the Workspace, Preferences, Picas and Points, Create a Document
New Assignments: *Due Fourth Week Thur*
Assignment #1 "Setting Preferences Using Picas and Points and Inches"
- Thur 2/2: **Lab:** Finish Pages 6 thru 22, Finish Assignment #1

THIRD WEEK (Drawing in InDesign)

- Tue 2/7: **Lecture 2:** Drawing in InDesign
New Assignments: *Due Fourth Week Thur*
Assignment #2 "Wall Paper"
- Thur 2/9: **Lab:** Work on Assignment #2, Do Pages 32 thru 57

FOURTH WEEK (Printing InDesign Files)

- Tue 2/14: **Lecture 3:** Printing an InDesign File.
- Thur 2/16: **Lab:** Work on Portfolio Project Builder 1
Turn In: * Assn. #1 "Setting Preferences Using Picas and Points and Inches" and Assn. #2 "Wall Paper"

FIFTH WEEK (Project 1 Identity Package/Basic Text)

- Tue 2/21: **Lecture 4:** Create and Format Basic Text
New Assignments: *Due Sixth Week Thur* "Portfolio Project Builder 1" Page 77
- Thur 2/23: **Lab:** Do Pages 58-75, Work on Portfolio Builder Project 1

SIXTH WEEK (Project 2 Begin Festival Poster)

- Tue 2/28: **Lecture 5:** Building Graphic Interest
- Thur 3/1: **Lab:** Work on and Print "Portfolio Builder Project 1"
Do Pages 79-104
Turn In: * "Portfolio Project Builder 1".

SEVENTH WEEK (Character and Paragraph Formatting and PDF).

- Tue 3/6: **Lecture 6:** Impoting Text, PDFs and Output.
New Assignments: *Due Eighth Week Thur*
"Portfolio Builder Project 2"
- Thur 3/8: **Lab:** Do Pages 105-130, Work on
"Portfolio Project Builder 2"

EIGHTH WEEK (Templates)

- Tue 3/13: **Lecture 7:** Templates through Text Wraps
- Thur 3/15: **Lab:** Midterm Review
Work on and Print "Portfolio Project Builder 2"
Do Pages 137-153
Turn In: * "Portfolio Builder Project 2".

NINTH WEEK (Midterm)

- Tue 3/20: **Midterm**
Lab: Work on Page 137-165
- Thur 3/22: **Lab:** Midterm Review, Work on Pages 154-165

TENTH WEEK (Tables)

- Tue 3/27: **Lecture 8:** Tables
New Assignments: *Due Twelfth Week Thur*
"Portfolio Builder Project 3" Page 187
- Thur 3/29: **Lab:** Do pages 154-185,
Work on "Portfolio Builder Project 3"

ELEVENTH WEEK (Realty Collateral Broklet)

- Tue 4/3: **NO SCHOOL, SPRING BREAK"**
- Thur 4/5: **NO SCHOOL, SPRING BREAK**

TWELFTH WEEK (Master Pages)

- Tue 4/10: **Lecture 9:** Working with Master Pages
- Thur 4/12: **Lab:** Do Pages 191-208
Turn In: * "Portfolio Builder Project 3".

THIRTEENTH WEEK (Styles)

- Tue 4/17: **Lecture 10:** Character, Paragraph and maybe Object Styles
New Assignments: *Due Fifteenth Week Thur*
"Portfolio Builder Project 4" Page 247
- Thur 4/19: **Lab:** Do Pages 209-245,
Work on "Portfolio Builder Project 4"

FOURTEENTH WEEK (Folding)

- Tue 4/24: **Lecture 11:** Folding Templates
- Thur 4/26: **Lab:** Do Pages 251-268
Work on "Portfolio Builder Project 4"

FIFTEENTH WEEK (Text to Outlines, Stacking, Libraries)

- Tue 5/1: **Lecture 12:** Text to Outlines, Stacking Orders vs. Layers, Libraries.
- Thur 5/3: **Lab:** Do Pages 269-286
Work on "Portfolio Builder Project 5"
Turn In: * "Portfolio Builder Project 4".

Continued on Reverse Side

SIXTEENTH WEEK (Image Resolution and Linking)

Tue 5/8: **Lecture 13:** Images

New Assignments: Due Sixteenth Week Thur
"Portfolio Builder Project 5"

Thur 5/10: **Lab:** Do Pages 287-310,
Work on "Portfolio Builder Project 5"

SEVENTEENTH WEEK (Color)

Tue 5/15: **Lecture: 14** Color

Thur 5/17: **Lab:** Work on "Portfolio Builder Project 5"
Turn In: * "Portfolio Builder Project 5".

EIGHTEENTH WEEK (Finals Week)

Tue 5/22 **Activity:** Bring in Notebook/Portfolio complete with all
Portfolio Builder Project Outputs, including Portfolio Builder
Project 5 and present to instructor.

Final Check of all Projects and Grades

*** Assignment Submittal Instructions**

All assignment submittals will consist of;

- a. A black and white proof of the document(s) required by the List of Assignments and Submissions Requirements sheet (next page),
- b. A typewritten paragraph of 100 words or less printed and handed in with proofs, (You may use InDesign or Word),
- c. An electronic folder with the class number, student's name and assignment/project number as the name of the folder
(example: 132YourNameAssignment3PortfolioBuilderProject1),
- d. all files used for final proof output placed in the above folder (item c) and named using the same style
(example: 132YourNameAssignment3Letterhead)
- d. Item "c" will be placed in the instructor's "Petrilli - Drop Box" in the "Teacher-Student Dropbox" network connection from your computer on the same date that the student submits the proofs to the instructor. (Be sure that the files you submit are the exact same ones from which you printed your proofs.

No assignments will be grade or be considered as "turned in" without both printed proofs and an electronic folder

1. Print out full sized proofs of all parts of the Portfolio Builder Projects, including all printers marks, bleeds, slugs and any additional lines or marks
2. All assignments will be placed in a portfolio presentation consisting of either a notebook or art portfolio. (This single portfolio/notebook will be presented at the "Consultation with instructor" during finals week. See *Eighteenth Week above.*)
3. All assignments will be submitted in a neatly organized presentation.
4. Each assignment will be accompanied with a typewritten paragraph of 100 words or less explaining; a. Any complications encountered while doing the project. b. Skills learned in this project. c. Problems with, or helpful information from class instruction d. How you can apply the skills learned from this lesson. e. Any additional information or comments you desire to make.
5. Assignments not turned in on time will not be given a letter grade but will be recorded as "turned in". "Turned in" assignment will help a final grade in a positive manner. Only assignments turned in on time will have full value in determining the final grade. *Example:* If a student turns in all of their assignments but they are all late, at the instructors discretion, the student might get a "C" in the class if the assignments are sufficiently complete and the work is of "C" or better quality. In any case a student turning all assignments, or a majority of assignments, in late will not receive a grade higher than a "C". See your syllabus for other factors that can affect your final grade.

Laney College
Graphic Arts Department
GrArts 132 Digital Documents (Adobe InDesign)
List of Assignments and Submission Requirements.
(Print Grayscale Proofs, Typewritten Paragraph and Submit to Instructor.
Place an electronic file into “Petrilli-Drop Box”)

Assignment 1 - Measurements for Print Graphics

Proof printout required:

Picas & Points Assignment (Print after week 4 lecture)

Assignment 2 - Drawing in InDesign

Proof printout required:

Wall Paper Swatch (Print after week 4 lecture)

Assignment 3 - Identity Package, Portfolio Builder Project 1, Creative Concepts Design Agency (As an option you may design the Identity Package for your personal business or that of a friend.)

Proof printout required with all marks:

1. Logo on 8.5 x 11 paper
2. Letterhead - on 11 x 17
3. Envelope - on 8.5 x 11
4. Business Card - on 8.5 x 11

Assignment 4 - Ads, Portfolio Builder Project 2, Laguna Beach Sawdust Festival (Two Ads.)

Do not printout the Jazzfest poster from the chapter exercises but submit all files.

Proof printout of both Laguna Beach Sawdust Festival Ads required with all marks:

1. 9.5 x 11.5 ad with no bleeds - on 11 x 17
2. 8 1/4 x 10 7/8 ad with 1/8 bleeds - on 11 x 17

Assignment 5 - Calendar, Portfolio Builder Project 3, Humane Society Calendar

Do not printout Heart Smart Newsletter, but submit all files saved.

No proof printout required:

1. Just submit Humane Society Calendar file to “Petrilli-Drop Box”.

Assignment 6 - Realty Collateral Booklet, Portfolio Builder Project 4, Home Enhancement Guide

Do not printout 16 page booklet Home Enhancement Guide, but submit all files saved.

No proof printout required:

1. Submit 16 page Home Enhancement Guide file to “Petrilli-Drop Box”.
2. Also - submit the file for Portfolio Project Builder 5 the Home Buyers Collateral Booklet.

Assignment 7 - Menu, Portfolio Project Builder 5, Hollywood Sandwich Menu

Do not print “Ireland Travel Brochure” files, but submit all files saved.

Proof printout required with all marks:

1. 8.5 x 11 Hollywood Sandwich Menu - Export the file as a PDF and Print 1 sheet of 11 x 17 on 2 sides with all fold marks and bleeds from the PDF file.

Assignment 8 - EXTRA CREDIT Versioned Product Brochure, Portfolio Builder Project 6, Miami/Equatorial Travel Agency Brochure

This assignment is optional for those of you who work fast and need more practice using InDesign.

Do not printout toys_spring.pdf but submit all files saved.

No proof printout required:

1. Just submit Miami/Equatorial Travel Agency Brochure file to “Petrilli-Drop Box”.