



ARTC 1313 – Digital Publishing I  
Section 1A1 – FALL 2022  
MWF 12:00PM– 1:50PM Hybrid\*  
*Course Syllabus Class Addendum*

#### Instructor Contact Information

<b>Instructor</b>	Michael B. Kicak, B.S.
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<b>Office Phone</b>	409-880-8321
<b>Office Location</b>	Technical Arts 4 Room 105
<b>Office Time</b>	MWF 2:00pm – 4:00pm, TTh 3:00pm – 4:00pm

#### Digital Publishing (ARTC 1313)

Credit: 3 semester credit hours (2 hours lecture, 4 hours lab)

#### Course Description

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

#### Course Objectives

1. Student will be able to apply the fundamentals of page layout.
2. Student will be able to define typographic terminology and specifications.
3. Student will be able to import text and graphics into page layout programs.
4. Student will be able to discuss file formats and file management techniques.

#### Required Textbook and Materials

Adobe InDesign 2021 Release Classroom in a Book, By Kelly Kordes Anton, Tina DeJarld

ISBN-10: 0-13-687028-7

ISBN-13: 978-0-13-687028-9

Materials: External Drive with Minimal Storage Capacity of 1TB (Solid State Preferred), Sketchbook (Minimum 8.5"x11"), Writing and sketching materials, Camera (Modern Cellphone may be used), other materials may be added depending on project requirements.

## Grade Criteria and Scale

**A (90-100)** Student participates in all classroom discussions and critiques. Student completes all assignments and projects within deadline. Their work exemplifies a very high level of dedication and understanding of their craft. No conflicts with instructor or peers.

**B (80-89)** Student participates in classroom discussions and critiques. Student completes all assignments and projects within deadline. Their work exemplifies a high level of dedication and understanding of their craft. No conflicts with instructor or peers.

**C (70-79)** Student participates in some classroom discussion and critiques. Student completes most assignments and projects within deadline. Their work exemplifies a low standard of dedication and understanding of their craft. Conflicts with instructor or peers arise.

**D (60-69)** Student participates very little in classroom discussion and critiques. Student does not complete all assignments and projects within deadline. Their work exemplifies a low level of dedication and understanding of their craft. Conflicts with instructor or peers constantly arise.

**F (0-59)** Student shows little effort to complete work or participate in classroom.

## Course Evaluation

Personal growth and development in software usage and familiarity of computer related terminology as well as design will be used to gauge the student's effort into the subject materials. Their level of growth will be a significant variable to the evaluation of the student and their grade. It is expected that each student participates effectively and often during critiques and discussions. A well thought out idea shall be researched and understood by the student so that they will defend their choices in their works during critique while accepting constructive criticism from their peers.

Final grades will be calculated according to the following criteria:

Book Assignments	25%
Project 1	10%
Project 2	10%
Final Project	20%
Quizzes	20%
<u>Discussion/Critique Participation</u>	<u>15%</u>
<b>Total</b>	<b>100%</b>

## Computer Requirements

Computer lab hours will be allotted to the students for the completion of classroom assignments and projects so please use your time wisely while on campus. Please bring a personal set of headphones to use during tutorials. Adobe Creative Cloud can be accessed on your personal home computer as well, but you will need to meet minimum application specifications for the programs to run properly.

## Computer Literacy

It is expected that you have a working knowledge of basic computer skills. These skills include but are not limited to powering up your computer, uploading and downloading files, opening and closing web browsers and programs, saving your work, knowing the difference between hardware and software. These simple concepts will not be taught in this course.

## Course Policies

1. No food, drinks, or use of tobacco products in class.
2. Computers, cellphones, headphones, and any other electronic devices must be turned off while in class or used only with permission of the instructor.
3. Do not bring children to class.
4. No late assignments will be accepted.
5. Tests. Students that miss a test are not allowed to make up the test. Students that miss a test will receive a grade of '0'.
6. Attendance Policy. Two absences are allowed. If a student is tardy to class or departs early three (3) times, it will be equal to one (1) absence. Each absence beyond two absences will result in a 5 point deduction from your final grade.
7. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.
8. Additional class policies as defined by the individual course instructor.
9. Instructor reserves the right to change or modify the syllabus for any reason.

## Technical Requirements

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

[https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support/Browser\\_Checker](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker)

A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

## Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building. You may also visit the online resource at <https://www.lit.edu/student-success/special-populations>

## Student Code of Conduct Statement:

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu) or obtained

in print upon request at the Student Services Office. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document

### **Starfish:**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

### **Reference materials:**

A) LIT Policy and Procedure Manual located online at:

<https://www.lit.edu/pdf/5443/lamar-institute-of-technology-policies-and-procedures-manual>

B) The Social Media Policy for Lamar Institute of Technology located online at:

<https://www.lit.edu/getattachment/Information/Faculty-and-Staff/Social-Media-Guidelines.pdf?lang=en-US>

### **C) Add/Drop Policy**

Please review this policy found online at:

<https://www.lit.edu/student-success/online-orientation/taking-care-of-business/add-or-drop-courses>

### **D) Emergency Procedures**

Please refer to the Lamar Institute of Technology Comprehensive Safety Plan and Manual found online at:

<https://www.lit.edu/pdf/5460/lamar-institute-of-technology-safety-manual>

### **E) Campus Map**

Detailed map of the campus can be found online at:

[https://www.lit.edu/getattachment/Information/Map/LIT-MAP-2019\\_large-web.jpg?lang=en-US](https://www.lit.edu/getattachment/Information/Map/LIT-MAP-2019_large-web.jpg?lang=en-US)

### **F) Academic Calendar**

Fall 2022

<https://www.lit.edu/academic-calendar/202290/fall-2022>

## Course Outline by Week

<b>Week 1 (8-22/26)</b> Syllabus Review, Getting Started.
<b>Week 2 (8-29/9-2)</b> Lesson 1 Introducing the Work Space
<b>Week 3 (9-5/9-9)</b> Lesson 2 Getting to Know InDesign
<b>Week 4 (9-12/9-16)</b> Lesson 3 Setting up a Document and Working with Pages
<b>Week 5 (9-19/9-23)</b> Lesson 4 Working with Objects
<b>Week 6 (9-26/9-30)</b> Lesson 5 Working with Color
<b>Week 7 (10-3/10-7)</b> Lesson 6 Flowing Text
<b>Week 8 (10-10/10-14)</b> Lesson 7 Editing Text
<b>Week 9 (10-17/10-21)</b> Lesson 8 Working with Typography
<b>Week 10 (10-14/10-28)</b> Lesson 9 Working with Styles
<b>Week 11 (10-31/11-4)</b> Lesson 10 Creating Tables
<b>Week 12 (11-7/11-11)</b> Lesson 11 Importing and Modifying Graphics
<b>Week 13 (11-14/11-18)</b> Lesson 12 Working with Transparency
<b>Week 14 (11-21/11-25)</b> Lesson 13 Printing and Exporting
<b>Week 15 (11-28/12-2)</b> Lesson 14 Creating Adobe PDF Files with Form Fields
<b>Week 16 (12-5/12-9)</b> Creating a fixed-layout EPUB