



DOANE
UNIVERSITY

SYLLABUS

Course Title	Desktop Publishing
Course Number	CSA 108
Number of Credits	3
Course Dates	8/17/20 - 10/12/20
Instructor	Chris Hadfield
Email Address	chris.hadfield@doane.edu
Office Hours/Availability	Mon-Thurs 5:30 - 6
Phone Number	4022022435 Calls only please
Textbook Information: (e.g. title, edition, publisher, ISBN)	NONE
Additional Course Materials	NONE
Course Description	This course covers an introduction to computer graphics and the main pieces of software used to produce these graphics. This course will be an introduction to the following software: Photoshop, Illustrator,

	InDesign, and Dreamweaver. Students will complete various projects in each piece of software.
Program Outcomes	<ul style="list-style-type: none"> a. Develop critical and analytical thinking skills b. Apply creative solutions to complex problems c. Gain working knowledge of communication concepts, processes, and visualization of techniques d. Appreciate the role of graphic design history and criticism as a framework for practice e. Master current material and tools, and technologies for graphic design f. Understand the underlying principles and practices in image design, typography, symbol systems, informational and promotional design, multimedia, and Web design g. Recognize the designer's responsibility to the client, audience, and society h. Practice effective and innovative communication in the field of graphic design
Course Learning Outcomes/Objectives	<ul style="list-style-type: none"> 1. Edit images in Photoshop 2. Use Photoshop for basic layout 3. Use Illustrator to create a logo 4. Export logo from Illustrator for layout 5. Use InDesign for newsletter style layout
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
Week 1-2	Illustrator	Using Illustrator Through various tutorials and assignments	General knowledge of Illustrator	End of week 2
Week 3-5	Photoshop	Using Photoshop Through various tutorials and assignments	General knowledge of Photoshop	End of week 5
Week 6	InDesign	Using Indesign Through various tutorials and assignments	General knowledge of Indesign	End of week 6
Week 7	Review	Review of all course content	Preparedness for final	End of week 7
Week 8	Open note and Instructor guided final			End of week 8

Grading Assessments

Type of Assessment	Points	Total possible points

Completion of final and full attendance (all absences must be approved by instructor) will receive full credit for course		

Grade Scale

A+ = 97-100% A = 94-96% A- = 90-93% B+ = 87-89% B = 84-86% B- = 80-83%
 C+ = 77-79% C = 74-76% C- = 70-73% D+ = 67-69% D = 64-66% D- = 60-63%
 F= 59% or below

Participation Policy	<p>A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.</p> <p>(Faculty to insert any additional class participation; see resource page for ideas.)</p>
Study Time	<p>Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.</p>
Late Work	<p>(Include expectations regarding late work; please see attachment for examples.)</p>
Submitting Assignments	<p>(Include expectations regarding students' submission of assignments, for example, in class or in Canvas.)</p>
Communication Policy including Assignment Feedback	<p>(State your policy on timeliness of communicating with students and length of time needed before assignments will be graded, e.g. 48 hours.)</p>

Academic Integrity Policy	<p>Doane University expects and requires all its students to act with honesty and integrity and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is defined in four categories:</p> <ol style="list-style-type: none"> 1. Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise." 2. Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise." 3. Facilitating Academic Dishonesty - "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty," and/or coercing others to do the same. 4. Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," in both oral and written projects. <p><i>Gehring, D., Nuss, E.M., & Pavela, G. (1986). Issues and perspectives</i></p>
Academic Support	<p>Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support</p>
Disability Services	<p>https://www.doane.edu/disability-services Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University.</p>
Military Services	<p>https://www.doane.edu/graduate-and-adult/military</p>
Anti-Harassment Policy	<p>http://catalog.doane.edu/content.php?catoid=5&navoid=452</p>
Grade Appeal Process	<p>http://catalog.doane.edu/content.php?catoid=5&navoid=238</p>

Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.