
COURSE PREFIX/NO: CPT 295
COURSE TITLE: DESKTOP PUBLISHING APPLICATIONS
LEC HRS/WEEK: 3.0
LAB HRS/WEEK: 0.0
CREDIT HRS/SEMESTER: 3.0

[Distance Learning Attendance/VA Statement](#)
[Textbook Information](#)

COURSE DESCRIPTION

This course is a study of application software used to design, edit, and produce a variety of documents for marketing purposes.

COURSE COMPETENCIES

Upon successful completion of this course, a student should be competent to perform the following tasks:

Module 1: Intro to InDesign and Typesetting

- Identify the basic tools in InDesign.
- Demonstrate several ways to create layouts with text boxes.
- Make basic attribute changes to text and text frames.
- Use paragraph and character formatting controls to properly set type.
- Place, scale, and crop images in an InDesign document.

Modules 2: Creating Tabs and Tables

- Identify and apply tab settings.
- Create and modify a table.
- Create tables from prepared and placed text.
- Effectively manage object layers and group elements.

Module 3: Text Wraps, Master Pages, and Document Packaging

- Apply all types of text wraps.
- Create a multiple page document using master pages.
- Set up automatic page numbering in a document.
- Create a PDF that contains separations and printer's marks.
- Identify the items contained in a 'Preflighting' package folder.

COURSE REQUIREMENTS

All students are responsible for attaining competencies through completion of the following course requirements:

- attending class
- bringing required media and text to class
- completing all tests and projects
- completing assigned exercises in class or outside of class

- completing lab assignments and digital portfolio (PowerPoint)
- reading assigned material, in text or on the internet

ATTENDANCE POLICY

The attendance policy as stated in the **York Technical College Catalog and Handbook** will be enforced. Attendance is required on test days unless the student has a doctor's excuse, death notice, etc., indicating an unusual circumstance for absence. If a student knows that he/she must be absent on a test day, the student should make arrangements with the instructor to take the test before the absence.

ACADEMIC INTEGRITY

The policies stated in the **York Technical College Catalog and Handbook** will be enforced. Any student violating the policy will be subject to academic discipline. Anyone caught cheating will automatically get a grade of zero for the assignment.

EVALUATION STRATEGIES/GRADING PROCEDURE

A minimum grade of C is required for the Digital Design Certificate.

GRADING SCALE

<u>Module 1</u>		<u>Final Project</u>		<u>GRADING SCALE</u> A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = Below 60
Test	5%	Project	35%	
Project(s)	15%	Presentation	5%	
<u>Module 2</u>				
Test	5%			
Project(s)	15%			
<u>Module 3</u>				
Test	5%			
Project(s)	15%			

ENTRY-LEVEL SKILLS

The student should be familiar with basic computer operation. The student must be able to read and comprehend assigned material.

PREREQUISITES: CGC 278, AOT 162, ARV 121 – Minimum grades of “C”

CO-REQUISITES: None

Disabilities Statement: Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Offices (SR) at 803-327-8007 in the 300 area of Student Services. The SRO coordinates reasonable accommodations for students with documented disabilities.