InDesign Software

ART - 1200 002

Course Description

Students learn the skills, tools and procedures needed to create electronic page layout files for output using leading industry software. It is recommended that students take ART 1120 and ART 1135 in the same semester as this course.

Semester: All

Course Student Learning Outcomes

- Apply basic graphic arts concepts like color modes (CMYK, RGB, Lab, spot colors), image types (raster, vector), file formats (print and web), printing (b&w, color, single and two-sided), and color separations.
- Produce production-ready single- and multi-page layout designs that include text, graphics (raster and vector), columns, special characters, and other common page layout elements.
- Apply graphic arts skills required to recreate a supplied sample.
- Apply standard professional expectations of the graphic arts industry in file preparation, packaging of projects and assets for prepress, and organizing files for storage.
- Apply design efficiency through the use of automation of page layout processes by using parent pages, page numbering, type formatting (paragraph and character styles), graphics formatting (object styles), preparing projects for multiple outputs, and more.

College Wide Student Learning Outcomes

- Acquire Substantive Knowledge

- Communicate Effectively

- Develop Quantitative Literacy

- Think Critically and Creatively

- Civic Engagement

- Work Professionally and Constructively

- Develop Computer and Information Literacy

- Lifelong Wellness

Course Prerequisites

None

Corequisite Recommendation: If you are a Graphic Design AAS or Graphic Communications CC or AS student, I recommend taking ART 1135 Printing Fundamentals, ART 1120 Design, and ART 1200 InDesign Software at the same time. These classes have overlapping concepts that complement each other.

Engagement Plan

Responds to email within 24 hours Monday - Friday

Evaluate and provides feedback on assignments within one week of due date.

The best way to contact me is via the Canvas Inbox, as I will prioritize this email over other modes of communication.

Keys for Success (how to succeed in the course)

- Students in this class are expected to complete all assignments thoroughly and timely and with respect to their classmates.
- Students are expected to log in on Monday of each week to review weekly course expectations.
- Students are expected to do everything within their power to attend their instructor's weekly review session in real-time.
- Students are expected to budget their time each week to allow enough time to complete all assignments by the posted due dates.
- Students are expected to actively engage with their peers in the class to request and provide feedback on creative projects.
- Students are expected to proactively review course requirements and work ahead when possible.
- Students are expected to attend office hours if/when they need help. Emailing the instructor for help should be a backup option for office hours.
- Students are expected to take responsibility for their own learning by completing all of the activities posted and proactively asking for help when it is needed.

Brief Description of Assignments/Exams

These activities are designed for students to use as practice. They are not worth as many points as unit exams and creative projects, but they can be submitted multiple times for improvement.

- **Knowledge Tests**: Knowledge tests can be taken twice. Do not use the second attempt until you review the lesson materials and/or visit your instructor for help.
- **Skills Practices:** Every lesson also has an associated skills practice activity where students can practice the InDesign skills covered in the lesson and share what they are working on with the class.

These activities gauge each student's understanding and application of the content covered in each module. The majority of each student's grade in ART 1200 comes directly from these assessments.

- **Discussions:** Discussions are included at the end of a module to allow students to explain the importance of key concepts covered in the module.
- **Creative Projects:** There are multiple creative projects throughout the semester. Some modules have a project. Some do not. Students are expected to think creatively and present their best work while showcasing an understanding and ability to properly used the InDesign skills covered in the module.
- **Final Exam:** There is a final exam at the end of the semester. It assesses each student's understanding of the knowledge-based content of the course.
- **Portfolio Prep & Self-Reflection:** The last activity students will complete in ART 1200 is a portfolio prep exercise. It is intended to help students stay organized and save their work for future use.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	[Discussion: Challenges When Working With Text](#)	Discussion	15
	[Discussion: Common Uses for Adobe InDesign](#)	Discussion	15
	[Discussion: Formatting Images for Print & Web](#)	Discussion	15
	[Discussion: The Future of Digital Design](#)	Discussion	15
	[Discussion: Understanding Anchor Points & Directional Lines](#)	Discussion	15

Due Date	Assignment Name	Assignment Type	Points
	[Discussion: Uses for Dielines](#)	Discussion	15
	[Discussion: Using Tabs & Tables in Page Layout Design](#)	Discussion	15
	[Discussion: What Are Spot Colors Used For?](#)	Discussion	15
	[Discussion: Why Design Efficiency Matters](#)	Discussion	15
	[Introduce Yourself](#)	Discussion	0
	[Self-Reflection Activity](#)	Discussion	50
8/26/25	[Download & Install Adobe InDesign](#)	Quiz	2
8/26/25	[Getting Started in ART 1200 (orientation/syllabus quiz)](#)	Quiz	10
8/26/25	[Initial Response](#)	Assignment	10
8/26/25	[Introduce Yourself to the Class](#)	Discussion	15
8/26/25	[Upload a Profile Picture](#)	Assignment	5
8/28/25	[Module Overview: Getting Started in Art 1200](#)	Assignment	5

Due Date	Assignment Name	Assignment Type	Points
8/28/25	Module Overview: Getting Started in InDesign	Assignment	5
8/28/25	Knowledge Test: Creating New Documents	Quiz	10
8/28/25	Knowledge Test: Launching InDesign	Quiz	10
8/28/25	Skills Practice: Creating New Documents	Discussion	10
8/28/25	Skills Practice: Launching InDesign	Discussion	10
9/2/25	Project: Fix a Broken InDesign Project	Assignment	25
9/2/25	Knowledge Test: Preflight & Package an InDesign Project	Quiz	10
9/4/25	Knowledge Test: Creating Basic Design Elements	Quiz	10
9/4/25	Knowledge Test: Setting Up a Project	Quiz	10
9/4/25	Module Overview: Creating Your First InDesign Project	Assignment	5
9/4/25	Skills Practice: Project Setup	Discussion	10

Due Date	Assignment Name	Assignment Type	Points
9/4/25	Beginning of Course Survey	Quiz	0
9/4/25	Discussion: What is the Importance of InDesign and Packaging?	Discussion	10
9/9/25	Project: All About Me!	Assignment	25
9/16/25	Knowledge Test: Modifying & Transforming Objects	Quiz	10
9/16/25	Knowledge Test: Using Color	Quiz	10
9/16/25	Module Overview: Working with Objects & Color	Assignment	5
9/16/25	Skills Practice: Modifying Objects	Discussion	10
9/16/25	Skills Practice: Using Color	Discussion	10
9/18/25	Project: Designing With Spot Colors	Assignment	25
9/23/25	Knowledge Test: Vector Art	Quiz	10
9/23/25	Module Overview: Creating & Modifying Vector Art	Assignment	5
9/23/25	Skills Practice: Creating & Modifying Vector Art Shapes	Discussion	10

Due Date	Assignment Name	Assignment Type	Points
9/23/25	Skills Practice: Using the Pen Tool	Discussion	10
9/25/25	Project: Vector Art Postcard	Assignment	40
9/30/25	Knowledge Test: Using Raster Graphics in InDesign	Quiz	10
9/30/25	Module Overview: Formatting Raster Graphics for Print & Web	Assignment	5
9/30/25	Skills Practice: Placing & Stylizing Graphics	Discussion	10
10/2/25	Project: Raster Image Poster	Assignment	40
10/7/25	Knowledge Test: Creating a Professional Dieline	Quiz	10
10/7/25	Knowledge Test: Using Layers for Organization	Quiz	10
10/7/25	Module Overview: Layers & Dielines	Assignment	5
10/7/25	Skills Practice: Knockouts & Overprints	Discussion	10
10/9/25	Project: Create a Dieline	Assignment	40

Due Date	Assignment Name	Assignment Type	Points
10/14/25	Knowledge Test: Styles & Design Efficiency	Quiz	10
10/14/25	Module Overview: Object, Paragraph, & Character Styles	Assignment	5
10/14/25	Skills Practice: Applying Styles	Discussion	10
10/14/25	Skills Practice: Creating Styles	Discussion	10
10/23/25	Project: Styles for Efficiency	Assignment	40
10/28/25	Knowledge Test: Working With Large Bodies of Text	Quiz	10
10/28/25	Module Overview: Parent Pages & Multi-Page Documents	Assignment	5
10/28/25	Skills Practice: Create a Multi-Column Layout	Discussion	10
10/30/25	Knowledge Test: Using Parent Pages in InDesign	Quiz	10
10/30/25	Skills Practice: Parent Pages Practice	Discussion	10
11/6/25	Project: Multipage Newsletter	Assignment	50

Due Date	Assignment Name	Assignment Type	Points
11/11/25	Knowledge Test: Organizing Columns & Rows of Text	Quiz	10
11/11/25	Module Overview: Tabs & Tables	Assignment	5
11/11/25	Skills Practice: Create a Tab Set	Discussion	10
11/11/25	Skills Practice: Format a Table	Discussion	10
11/13/25	Project: 12 Month Calendar	Assignment	50
11/18/25	Knowledge Test: Creating Digital Designs in InDesign	Quiz	10
11/18/25	Module Overview: Creating Digital Documents	Assignment	5
11/18/25	Skills Practice: Export an InDesign Project	Discussion	10
11/18/25	Skills Practice: Format & Test an Interactive PDF	Discussion	10
11/25/25	Project: Interactive PDF	Assignment	40
12/2/25	Final Exam (knowledge-based)	Quiz	50
12/2/25	Module Overview: Portfolio Prep & Self Reflection	Assignment	5

Due Date	Assignment Name	Assignment Type	Points
12/4/25	Final Exam (hands-on skills)	Assignment	50
12/11/25	End of Course Survey	Quiz	5
12/11/25	Project: Portfolio Prep	Assignment	50

Grading Scale

Participation and/or completion of all projects does not guarantee a passing grade. Engagement in discussions, constructive class participation, and successful completion of required projects and exercises are required. Project grades will foremost be based upon the excellence of the project work: research, creativity, response to the given problem, execution, how to complete instructions were followed, deadline accountability, and presentation.

Grading Breakdown			
A= 93% − 100%	A-= 90% − 92.9%	B+= 86% − 89.9%	B=80% − 85.9%
C+= 76% − 79.9%	C= 70% − 75.9%	D= 60% − 69.9%	E= 0% − 59.9%

Course Requirements	Weight
Unit 01 − The Basics	25%
Unit 02 − Graphics & More	25%
Unit 03 − Formatting Text & Pages	35%
Unit 04 − Final Exam & Portfolio Prep	15%

How to Navigate to Canvas

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

Additional Policies

Student Examples:

Any work submitted for this course may be used by SLCC as examples of student work completed in ART 1200.

Emergency Procedure:

In the case of an emergency please proceed to the nearest exit. Once outside the building, gather as a class in front of the LDS Institute so the instructor can take attendance. The closest exit to 1-173 is the NORTH exit. If that exit is blocked use the nearest EAST exit located to the south of our classroom. (Please note: This does not apply to online sections of ART 1200.)

Code of Student Rights & Responsibility:

Students in ART 1200 are expected to abide by the SLCC Student Code of Conduct. You can read it here: [Code of Student Rights and Responsibilities](#)

Academic Honesty:

"As a member of the academic community, students enjoy privileges and share obligations of the larger community of which Salt Lake Community College is a part. With membership in this community comes an obligation. The obligation is an acceptance of a code of civilized behavior." Academic Honesty will be strictly enforced in this course. Any behavior deemed unethical or that does not abide by reasonable academic honesty will result in action by the professor.

Students caught cheating IN ANY CAPACITY will forfeit their right to pass this course.