Course Form – Revision

For help filling out the form press F1 or look at the bottom of the screen. For additional instructions, see Course Form Instructions.	
Type of Action	**Revision – Major revision of an existing course.**

If no changes occur, put "No Change."

1. Catalog Prefix and Number:

   Present: IMD 126

   Proposed: No Change

2. Course Title:

   Present: Introduction to Desktop Publishing

   Proposed: No Change

3. Justification for requested action (Provide a justification/rationale for **each** change or **group of similar changes**.):

   Changes to the Description, Competencies, and Outline: Updates are needed for this course to reflect current terminology and new software capabilities. There is also a minor adjustment to wording of the prerequisites.

4. Submitting Entity: Curriculum Committee:

   or College: **BCTC**

5. Person(s) Primarily Responsible for Proposal **(Complete item only if course is not part of a curriculum package. Verify that members are still current and active prior to submission.)**:

Name	Teaching Area	College
Pat Miller	**IMD**	**BCTC**
Drew Hunt	**IMD**	**BCTC**
Tim Birch	**IMD**	**BCTC**
Dan Livingston	**IMD**	**BCTC**
Martha Birchfield	**IMD**	**BCTC**

Involvement of Others (Identify Individuals):

6. System Office Staff: **Sydney Baseheart**
7. Others:

8. Is this course offered at other colleges? ☐ Yes ☒ No
   If yes, have they been involved in the development of this course? ☐ Yes ☐ No
9. Is this course duplicative or similar to other courses offered by KCTCS? ☐ Yes ☒ No

If yes, Justification:

10. Credit /Contact Hours: **(If revision contains a change of credit hours (#10), grading basis (#11), or components (#14), use the A100 – New Course Form.)**

Present

10a. Semester Credit Hours: **3** Minimum **3** Maximum

Proposed

10a. Semester Credit Hours: **3** Minimum **3** Maximum

Present **Present**

10b. Semester Contact Hours: **45** If lab, etc. Ratio of contact hours to credits:

Proposed **Proposed**

10b. Semester Contact Hours: **45** If lab, etc. Ratio of contact hours to credits:

11a. **Present** Grading Basis: ☒ Graded- (Includes grades: A,B,C,D,E calculates in the GPA) ☐ P/NP (Includes grades: P,F not included in the GPA) ☐ ABC/NC (Includes grades: A,B,C,D,MP,F,P not included in the GPA)

11b. **Proposed** Grading Basis: ☒ Graded- (Includes grades: A,B,C,D,E calculates in the GPA) ☐ P/NP (Includes grades: P,F not included in the GPA) ☐ ABC/NC (Includes grades: A,B,C,D,MP,F,P not included in the GPA)

12. Repeat for additional credit. Check "yes" if the student may repeat the course and receive additional credit. This usually applies to special topics courses that can be repeated for additional credit if a different topic is taken. Indicate maximum amount of credit a student may earn and the total number of completions. (For example, for a 1-4 credit course that may be repeated with different topics up to a maximum of 6 credits, enter 6 total credits and 6 completions.)

The number of completions should be based on the minimum number of credits Example**: Course credits 1-4**; **Number of total credits in course – 6**; then the total number of completions should be 6. (Total credits in course (6 credits) divided by the minimum number of course credits (1 credit) = 6 repeats.)

PeopleSoft will prevent students from enrolling when either the number of total credits is met or the number of total completions is met.

12a. **Present**

Repeat for additional credit: ☐ Yes ☒ No

If yes, complete the following:

Total credit earned in course:

Total completions:

12b. **Proposed**

Repeat for additional credit: ☐ Yes ☒ No

If yes, complete the following:

Total credit earned in course:

Total completions:

13. Open Entry – Open Exit: ☐ Yes ☒ No

14a. **Present** Components (Check each component to be scheduled. More than one box can be checked.):

Component		Credit Hours	Contact Hours	Component		Credit Hours	Contact Hours
Lecture	☒	**3**	**45**	Practicum	☐		
Laboratory	☐			Co-Op	☐		
Clinical	☐			Discussion	☐		

Proposed Components (check each component to be scheduled):

Component		Credit Hours	Contact Hours	Component		Credit Hours	Contact Hours
Lecture	☒	**3**	**45**	Practicum	☐		
Laboratory	☐			Co-Op	☐		
Clinical	☐			Discussion	☐		

OR

14b. Integrated Components (combined components; only first component scheduled)

Present:

Lecture/ Lab	Lecture Credit	Lecture Contact	Lab Credit	Lab Contact

Proposed:

Lecture/Lab	Lecture Credit	Lecture Contact	Lab Credit	Lab Contact

15a. **Present Requisites:**

Pre-requisite	☒ Yes	☐ No	If yes, list: **IMD 100 or equivalent skills**
Co-requisite	☐ Yes	☒ No	If yes, list:
Pre-requisite Or Co-requisite	☐ Yes	☒ No	If yes, list

15b. **Proposed** Requisites:

Pre-requisite	☒ Yes	☐ No	If yes, list: **IMD 100 or Digital Literacy or Instructor Consent**
Co-requisite	☐ Yes	☒ No	If yes, list:
Pre-requisite Or Co-requisite	☐ Yes	☒ No	If yes, list:

16. Implementation Term (Course scheduled to begin, ex. Fall 2014) **Fall 2015**

17. Course Description:

Present:

The use of microcomputers for designing and producing various publications is introduced. Hands-on experience is provided in using desktop publishing software and a laser printer to produce high-resolution publications, such as flyers, brochures, business forms, and newsletters. Students are also introduced to basic design techniques, type and graphics layout, and the related terminology.

Proposed:

Introduces the concepts and skills needed to design and produce various publications in Adobe InDesign. Provides instruction and hands-on experience to produce quality publications, such as flyers, brochures, newsletters, and interactive content. Also introduces pre-press concepts and preparing files for print, as well as basic design techniques, compositional and typographic strategies, and related terminology.

Course Proposal Rationale:

18. Will this course be a part of approved curriculum/curricula? ☒ Yes ☐ No

If yes, which curriculum/curricula?	**Information Management and Design**
(Submit Curriculum Development Revision Form)	No change to curriculum (already listed as core requirement within IMD curriculum)

Course Competencies/Student Outcomes and Delivery:

19. Course Competencies/Student Outcomes:

Present:

Upon completion of this course, the student can:

1. use page composition software for creating and printing various publications
2. import word processing and graphics files from other software applications programs in producing camera ready publications
3. demonstrate knowledge of design techniques by designing, planning layout, and creating text and graphics for publications
4. use basic publishing terminology.

Proposed: *(If part of an organized curriculum, how does it relate to program competencies?):*

Upon completion of this course, the student can:

1. Use professional industry-standard page composition software to create and print various publications.
2. Import word processing and graphic files from other software applications programs and style/edit them as needed.
3. Demonstrate knowledge of design techniques by designing, planning and laying out text and graphics for publications.
4. Use basic publishing terminology and demonstrate production knowledge by preparing files for print or upload.

20. Course Outline *(Two-level outline required):*

Present:

Present outline could not be located.

Proposed:

I. Introduction to InDesign
   A. Exploring the Workspace
   B. Viewing and Modifying Page Elements
   C. Creating and Navigating Documents

II. Formatting Text
   A. Creating and Importing Text
   B. Using Text-related Panels
   C. Principles of Typography for Text Layout

III. Document Management
   A. Using Master Pages
   B. Threading and Wrapping Text
   C. Aligning and Distributing Objects
   D. Text and Graphic Frame Options
   E. Using Styles and Tables
   F. Working with Color

IV. Design Basics
   A. Using the Grid
   B. Creating Hierarchy
   C. Positive and Negative Space Interactions
   D. Designing for Impact and Legibility

V. Preparing Files For Print or Upload
   A. Preflighting and Packaging Documents
   B. Creating print-ready PDFs
   C. Using Interactive Features of InDesign

21. List of experiments/activities. *(If laboratory or clinic is involved include a sample listing)*:

Present:

N/A

Proposed:

N/A

22. Indicate suggested learning resources for course (Should not have publishing date greater than five years):

SUGGESTED LEARNING RESOURCES FOR THIS COURSE

Botello, Chris. (2012). *Adobe InDesign CS6 Revealed*. Clifton Park, NY: Delmar Cengage Learning. ISBN: 978-1-133-81521-1

23. Provide a rationale for using textbook/references older than five years.

.N/A

24. Is this course equivalent to other courses? **Yes** **No X**
If yes, please list.

Signatures: Complete and submit a signature page for every proposal.

*The System Office assigns new course numbers. Contact Sydney Baseheart at Sydney.baseheart@kctcs.edu.