



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

PAGE LAYOUT (InDesign) CGA2025 3 Credit Hours

Student Level:

This course is open to students on the college level in either the freshman or the sophomore year.

Catalog Description:

CGA2025 – PAGE LAYOUT (InDesign) (3 hr)

Page Layout Software is a key component of a desktop publishing system. This course will deal in the arrangement and style of page content along with proper file preparation. Students will combine text and graphics to create layouts for a variety of publications.

Prerequisites:

None

Controlling Purpose:

Page Layout Software is a key component of a desktop publishing system. This course will deal in the arrangement and style of page content along with proper file preparation. Students will combine text and graphics to create layouts for a variety of publications.

Learner Outcomes:

Upon successful completion of this course, the student will be able to do the following:

- Have the ability to locate and efficiently use all tools in InDesign
- Understand and use the tools in an appropriate manner and for the best results in production
- Import and edit text in InDesign
- Be able to work with Typography and special characters
- Understand color management and the important steps of incorporating color management into page layout
- Be able to appropriately create and apply all forms of styles in InDesign
- Import and link graphics in InDesign
- Create tables in InDesign
- Be able to work with transparencies in InDesign
- Have the ability to create and manage all lengths of documents including long documents such as books

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DISCLAIMER: THIS INFORMATION IS SUBJECT TO CHANGE. FOR THE OFFICIAL COURSE PROCEDURE CONTACT ACADEMIC AFFAIRS.

- Be able to prepare an InDesign file for production
- Be able to work with XML in InDesign

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following outline defines the minimum core content not including the final examination period. Instructors may add other material as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student’s achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted. N
= No instruction or training in this area.

UNIT 1: INTRODUCTION AND OVERVIEW						
Outcomes: Upon completion of the unit, the students will have the ability to locate and efficiently use all tools in InDesign and import and edit text.						
A	B	C	D	F	N	Specific Competencies - Demonstrate the ability to:
						Work with tools, documents windows, the pasteboard, and panels.
						Create, edit, and apply multiple master pages.
						Modify frames.
						Work with groups.
						Import and edit text.
						Create and insert special characters.

						Change type spacing and appearance.
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UNIT 2: COLOR/STYLES/GRAPHICS
 Outcomes: Upon completion of the unit, the students will understand color management and the important steps of incorporating color management into page layout

A	B	C	D	F	N	Specific Competencies - Demonstrate the ability to:
						Add colors to the Swatches panel.
						Create, apply, and adjust gradients.
						Create a tint.
						Create a spot color.
						Work with color management engines and ICC profiles.
						Create and apply object, character, paragraph and table styles.
						Globally update object, character and paragraph styles.
						Create styles groups.
						Import and link graphics.
						Import clipping paths with graphics, and create clipping paths.
						Manage placed files using the Links panel.
						Use and create libraries for objects.

UNIT 3: TABLES/TRANSPARENCIES

Outcomes: Upon completion of the unit, the students will be able to work with transparencies in InDesign and format tables.

A	B	C	D	F	N	Specific Competencies - Demonstrate the ability to:
						Import formatted tables from other applications.
						Create and format tables.
						Colorize an imported black-and-white graphic.
						Change the opacity of objects drawn in InDesign.
						Apply and adjust transparency settings for imported graphics and text.
						Apply blending modes to overlapping objects.
						Apply and edit multiple effects to an object.

UNIT 4: LONG DOCUMENTS

Outcomes: Upon completion of the unit, the students will have the ability to create and manage all lengths of documents including long documents such as books

A	B	C	D	F	N	Specific Competencies - Demonstrate the ability to:
						Join multiple InDesign documents into a book.
						Control page numbering across separate documents.
						Create a table of contents for a book.
						Assign a source document for defining styles.
						Update book files after modifying documents.
						Create index references.
						Generate an index file and sort entries.
						Edit index references.

UNIT 5: OUTPUT AND PDF EXPORTING

Outcomes: Upon completion of the unit, the students will be able to prepare an InDesign file for production.

A	B	C	D	F	N	Specific Competencies - Demonstrate the ability to:
						Confirm that an InDesign file and all of its elements are ready for printing
						Generate an Adobe PDF file for proofing.
						Assemble all necessary files for printing or delivery to a service provider or printer.
						Print documents containing spot colors.
						Select appropriate print settings for fonts and graphics.

							Create a Print preset to automate the printing process.
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UNIT 6: XML						
Outcomes: Upon completion of the unit, the students will be able to work with XML in InDesign and import or export XML.						
A	B	C	D	F	N	Specific Competencies - Demonstrate the ability to:
						Import and apply XML tags.
						Map styles and tags.
						Use the Structure pane.
						Import and export XML.

Projects Required:

- Mid-term project
- Final Project

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

Access to production lab or a personal computer with the required software and appropriate external digital storage device for saving files.

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy.

Course Time Frame:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.