MILPARK EDUCATION | M | PROUDLY PART OF STADIO MULTIVERSITY

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QUALIFICATION: ADOBE® INDESIGN® CC (2018): PART 1
MODE OF DELIVERY: CONTACT LEARNING

DESCRIPTION

Giving your documents a well-designed, professional look will put you a step ahead in a marketplace cluttered with all kinds of communications. Paragraph and character styles that allow you to format pages of text uniformly; layout features that help you to build alternate size configurations of your document; and various panels that enable you to easily customise both text and graphics: Adobe® InDesign® CC (2018) has all the tools you need to elevate the look of your document and get it out to the people who need to see it, whether it be in print or on the web.

This course is intended for students who want to use the basic tools and features of InDesign for creating professional page layouts and designs.

PROGRAMME PURPOSE

This course is a great component of your preparation for the Adobe Certified Expert (ACE) Dreamweaver CC exam and the Adobe Certified Associate (ACA) Web Authoring Using Adobe Dreamweaver CC exam.

PROGRAMME OUTCOMES

In this course, you will use Adobe InDesign CC (2018) to create and deliver professional-looking printed and interactive documents.

You will:

- navigate the InDesign interface.
- create a new document.
- customise a document using colour, swatches, gradients and styles.
- manage page elements.
- add tables.
- prepare documents for deployment.

PROGRAMME STRUCTURE

Course content
Lesson 1: Getting Started with InDesign
•   Topic A: Identify Components of the InDesign Interface.
•   Topic B: Customise the InDesign Interface.
•   Topic C: Apply the Navigation Controls and Set Preferences.
Lesson 2: Designing a Document
•   Topic A: Establish Project Requirements.
•   Topic B: Apply Design Principles.
•   Topic C: Create a New Document.
•   Topic D: Add Text to a Document.
•   Topic E: Add Graphics to a Document.
Lesson 3: Customising a Document
•   Topic A: Format Characters and Paragraphs.
•   Topic B: Apply Colours, Swatches and Gradients.
•   Topic C: Create and Apply Styles.
Lesson 4: Working with Page Elements
•   Topic A: Arrange and Align Objects.
•   Topic B: Apply Layers.
•   Topic C: Transform and Manipulate Objects.
•   Topic D: Thread Text Frames.
•   Topic E: Edit Text.
Lesson 5: Building Tables
•   Topic A: Create and Modify a New Table.
•   Topic B: Format a Table.
Lesson 6: Preparing a Document for Delivery
•   Topic A: Resolve Errors in a Document.
•   Topic B: Export Files for Printing and for the Web.

ADMISSION REQUIREMENTS

To ensure your success in this course, you should be familiar with the functions of your computer's operating system, such as creating folders, launching programs, copying and pasting objects, formatting text, retrieving files and saving files.

You can obtain this level of skill and knowledge by taking one of the following Logical Operations courses:

- Using Microsoft® Windows® 8.1
- Using Microsoft® Windows® 10
- Microsoft® Windows® 10: Transition from Windows® 7.

English proficiency

Applicants are required to be proficient in English prior to admission to the course. Applicants whose first language is not English may be required to provide proof of proficiency.

ACCESS TO TECHNOLOGY

Milpark provides students with material, resources, formative assessments, discussion opportunities and a number of administrative services as part of the *MyMilpark* course platform.

Having access to the course platform is essential for efficient communication, learning and success. You will need continuous (daily) access to the internet to study and to submit and receive your assignments.

Hardware Requirements

For this course, you will need the following hardware configurations or better:

- Intel® Pentium 4 or AMD Athlon 64 (or compatible) processor
- At least 4 gigabyte (GB) RAM is recommended
- 2.5GB of available hard-disk space for installation; additional free space required during installation (cannot install on removable flash storage devices)
- 1 024 × 768 resolution monitor (1 280 × 800 recommended) with a 16-bit video card
- Internet connection and registration necessary for required software activation, membership validation, and access to online services (contact your local network administrator)
- Keyboard and mouse (or other pointing device).

NOTE: In addition to the operating system requirements, the faster the processor and the more RAM you have, the better.

Software Requirements

- ADOBE® INDESIGN® CC (2018) software; students are required to purchase this software.
- Adobe® Acrobat Reader® XI or another PDF viewer
- Microsoft® Windows® 7 (with Service Pack 1), or 8/8.1, or 10 (32-bit or 64-bit).

STUDENT SUPPORT

Library access

The Milpark Library provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to do reservations and requests, and no limit on the time a student has to access a book. With the implementation of Cyberlibris, students also have access to full-text resources via ProQuest (global), Ebsco (global) and Sabinet (South African publications) to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark* (*myCourses*).

ASSESSMENT

Exams are administered by Certiport, not Milpark College. You can register for an exam on Certiport's website at http://www.certiport.com. For information on Microsoft exam policies and procedures, and answers to frequently asked questions, visit www.microsoft.com/learning/en-us/certification-exam-policies.aspx.

DURATION

This course will run over two days and this excludes the exam session.

CERTIFICATION

Certiport is the certifying body.

PRICING

Your Milpark College course fee includes the following:

- Your prescribed books
- Milpark College tuition.

Your course fee excludes Certiport exam fees and the required software. Please contact Milpark College for the current course fee.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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