



GRAPHIC REPRODUCTION I COURSE SYLLABUS

Date: 11/17/11

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COURSE NUMBER: ARV 162

PREREQUISITE(S): CGC 101, CGC 110 with a "C" or better

CO-REQUISITE(S): None

COURSE DESCRIPTIONS: This course is a study of the principles and practices used in print preparation and print production.

TEXTBOOK(S): *Real World Print Production With Adobe Creative Suite Applications*, Claudia McCue, Peachpit Press, 2009

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Minimum of 1 CDR
512MB USB Jump Drive (1 GB recommended)

METHOD OF INSTRUCTION: This course is written as a lecture/demonstration/lab course.

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

A grade of "C" or better is required for this course.

GRADE CALCULATION METHOD:

Tests	=	30%
Projects	=	40%
Exercises, Quizzes, Participation	=	20%
Final Exam	=	10%
	=	<u>100%</u>

Standards for awarding grades for assignments:

Individual assignments are graded according to the relative acceptability of that work for professional publication. Assignments will be awarded up to 100 percent of the grade if the assignment is publishable as turned in. Up to 90 percent of the available grade will be awarded if the work only needs minor refinement. If the basic concept is acceptable but needs substantial revision, then a maximum of 80 percent can be awarded. Seventy percent of the points will be awarded if the work is seriously flawed, but could be corrected with a lot of revision. If an assignment is severely inadequate up to 60 percent of the grade will be awarded. **If an assignment is not submitted by deadline, no points will be awarded.**

If a student is absent on the due date, it is his or her responsibility to notify the instructor on that day. If the student follows the procedure, the assignment will be accepted on the following class day only. If the student fails to notify the instructor on the due date, the assignment will not be accepted.

No makeup tests will be given, except in extenuating circumstances as determined by the instructor. If the student notifies the instructor **in advance**, arrangements may be made to take the test early.

**ATTENDANCE
POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student

code as it relates to “disruptive behavior.”

**CLASS/LAB
PROCEDURES:**

All safety rules and regulations of a laboratory will be enforced.

The inability to comply with these rules is considered an unsafe act that will endanger yourself and others. Guilty participants in violation of any safety rules will be dropped from the course. **FOOD, DRINKS, OR USE OF TOBACCO PRODUCTS ARE NOT ALLOWED IN THE LAB.** Students are responsible for clean-up of work areas at the end of each day and completion of each project.

Computer Lab Policy – Students are not allowed to install or download any of the following: Messenger software of any kind, games or any other interactive real time software; internet images of any kind; music from any source; photographs (except those approved by the instructor for CGC projects). Printers, scanners, and computers are not to be used for personal use or gain. Students are not allowed to enter another computer via the network to view, exchange files or execute any programs without permission from the instructor. The Commercial Graphics Computer Lab is governed by SCC’s internet and copyright policies. See handbook for additional information. Violators of this policy will face disciplinary action. **No exceptions.**

Profanity in any form will **NOT** be allowed in class or lab settings.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

Inclement Weather Schedule:

- Check SCC Web Site: www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

Program Department Chair

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592-4839
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**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Explain the roles, processes, occupations, and responsibilities for preflighting customer files
 1. Define the digital image conversion processes
 2. Explain the purpose of preflight
 3. Identify the major checks associated with a digital file
 4. List potential problems included with all digital files
- II. Dissect digital mechanicals for output problems
 1. Define trapping
 2. Identify necessary traps
 3. Perform trapping in various electronic software
 4. Perform industry standard checks for digital files
- III. Perform basic Raster Image Processing with an imagesetter
 1. Explain materials and equipment used to perform film preparation
 2. Perform plate materials loading into a CTP system

3. Designate postscript ppd for imaging properly
 4. Operate a Raster Image Processor correctly
- IV. Produce pre-press materials using current technology (CTP) to include contract proof and printing plate
1. Perform on-screen proofing
 2. Identify basic pre-press equipment, tools, and supplies
- V. Understand proper customer service relations.
1. Explain steps in file handling of customer jobs.
 2. Conduct a client/job information session.