SYLLABUS / OUTLINE
DANVILLE COMMUNITY COLLEGE

DIVISION: Business and Engineering Technology **REVISED:** Spring 2014

CURRICULA IN WHICH COURSE IS TAUGHT: Graphic Imaging Technology

COURSE NUMBER AND TITLE: PNT 141 – Printing Applications

INSTRUCTOR: Sheila Wright

Charles Hawkins E&IT Building, office #10

(434) 797-8433 **Email:** swright@dcc.vccs.edu

OFFICE HOURS: Posted on my office door and in EIT 26 Mac lab. If these times are not convenient for you, just contact me and I will work with you to fit your schedule.

CREDIT HOURS: 3 **HOURS/WK LEC:** 1 **HOURS/WK LAB:** 4 **LEC/LAB COMB:** 5

TEXTBOOK: All course materials are supplied by the instructor or are accessible via the internet.

I. **CATALOG DESCRIPTION:** Provides instruction in the production of college-related publications and print shop management. Provides classroom and laboratory experiences in photography, layout and design, copy preparation, presswork, inventory control and production management.

II. **RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES:**
- Demonstrate an understanding of the fundamentals of reproduction processes.
- Use graphic design software to complete laboratory projects.
- Demonstrate technical and skill competencies in the finishing and bindery operations of printed pieces.
- Utilize mathematical skills necessary for effective performance in the printing industry.

III. **REQUIRED BACKGROUND/PREREQUISTIES:**
- No prerequisite.
- Student should have basic computer usage skills to use Email and browse the internet to complete assignments.
- Jump drive: Neither the instructor nor the college is responsible for loss of your computer files. Save them frequently in your folder in Thawspace. If you want to keep them, back them up frequently on your jump drive. No excuses will be accepted for missing or lost work.
- Headphones: This is very important since we will be viewing a lot of Adobe and other tutorials and YouTube presentations. To aid with concentration, it is most important that everyone use headphones.

IV. **COURSE CONTENT:**
- Computer/Software Skills
- Internet/Email
- Graphics Materials
- Technical Processes
- Printing
- Safety

V. THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN THIS COURSE:

___**x**___Communication   _____Personal Development

___**x**___Critical Thinking   ___**x**___Quantitative Reasoning

___**x**___Cultural and Social Understanding   _____Scientific Reasoning

___**x**___Information Literacy

VI.   LEARNER OUTCOMES:

VII.   EVALUATION:

Learner Outcomes	Evaluation
Computer/Software Skills • Demonstrate basic Macintosh computer knowledge and skills • Demonstrate basic software knowledge and skills	**Evaluation method** In-class assignments Lab exercises and projects Written and hands-on tests
Internet/Email • Navigate internet for research and graphics • Evaluate graphics for quality • Download graphics and fonts • Use Email	**Evaluation method** In-class assignments Lab exercises and projects Written and hands-on tests
Graphics Materials • Properly select and use necessary papers/substrates to complete lab projects • Properly select and use necessary ink/carriers • Properly select and use finishing materials	**Evaluation method** In-class assignments Lab exercises and projects Written and hands-on tests
Technical Processes • Identify the appropriate printing process for specific tasks • Identify the appropriate printing equipment necessary for specific tasks	**Evaluation method** In-class assignments Lab exercises and projects Written and hands-on tests
Printing • Perform the appropriate printing process for specific tasks • Use the appropriate printing equipment for specific tasks • Demonstrate the proper care and maintenance of printing equipment • Exhibit punctuality and reliability to complete projects in a timely manner	**Evaluation method** In-class assignments Lab exercises and projects Written and hands-on tests
Safety • Exhibit basic safety in all phases of the printing process • Properly handle and dispose of hazardous materials • Maintain a clean and orderly work station	**Evaluation method** In-class assignments Lab exercises and projects Written and hands-on tests

VIII. GRADING POLICY:

EVALUATION: You are required to complete an assignment, test/exam and/or lab project <u>in every class meeting</u>. Attendance is essential to be successful in this class. Excessive absences will result in poor performance in completing assignments and laboratory projects and will therefore result in a poor or failing grade as indicated in the following grading scale.

In-class assignments and/or lab projects cannot be made up. Each assignment, test/exam and/or lab project is worth 3 points (x 33 meetings) for a total of 99 possible points. However, to earn all 3 points, the assignment, test/exam and/or lab project must be <u>satisfactorily</u> <u>completed</u>.

Attendance Requirements:

- **Attendance is taken every day**. Students are responsible to sign the roll <u>every day</u>.
- The student is expected to be on time and stay for the entire lecture or lab.
- Students enrolled in this class must attend on a regular basis in order to receive a passing grade. Excessive absences and tardiness will cause the student to fall behind in his or her technical knowledge which results in incomplete or missed assignments and will be reflected in a lower grade. There is no make-up for missed lab projects, assignments, or tests.
- A student arriving more than 10 minutes late to class will result in a .5 point reduction for that day's work. A one point reduction or more will be taken from any assignment, test or lab project <u>per day</u> that it is not adequately completed, depending on the amount of material not adequately completed. Point(s) will be taken from student's daily grade if student leaves class before class has ended.

IX. GRADING SCALE: 99-90 = A, 89.9-80 = B, 79.9-70 = C, 69.9-60 = D, 59.9 or below = F

X. ACADEMIC HONESTY CLAUSE:

<u>DCC Honor Code</u>: **I promise that I have neither given nor received unauthorized help on this work, nor am I aware of any violation of the Honor Code.**

Plagiarism and Academic Dishonesty   Students will be expected to maintain complete honesty and integrity in their academic work in this class. Acts of academic dishonesty, such as cheating, plagiarism, or inappropriately using the work of others to satisfy course requirements, will not be tolerated. Students who maintain their enrollment in this class agree that such acts will be managed at the discretion of the instructor according to the severity of the infraction.

Academic dishonesty includes collaborating with other students on take-home examinations or other non-collaborative assignment, presenting the work of others as your own, failing to document adequately on research from printed materials or internet sources, and cheating on tests. Disciplinary action will be pursued for all acts of academic dishonesty and may result in the failure of affected assignments, and or this class, as determined by the instructor.

XI. ADA POLICIES: Danville Community College is committed to meeting the needs of all students and providing access for persons with disabilities. Reasonable accommodations are available to those students with diagnosed disabilities. Students with diagnosed disabilities wishing to receive specific accommodations must be registered with the Disability Services. For more information, please contact Carl Amos, Counselor and ADA Coordinator, at 797-8479 or camos@dcc.vccs.edu.