SYLLABUS DIVISION: Business and Engineering Technology **REVISED:** Spring 2014 **CURRICULA IN WHICH COURSE IS TAUGHT:** Graphic Imaging Technology COURSE NUMBER AND TITLE: PNT 245, Production Planning & Estimating CREDIT HOURS: 4 HOURS/WK LEC: 3 HOURS/WK LAB: 3 LEC/LAB COMB: 6 I. CATALOG DESCRIPTION: PNT 245 - Production Planning and Estimating (4 cr.) Teaches theory and gives experience in planning and quality control for printing production. Includes printing plant supervision and management techniques, organization, maintenance and inventory control systems. Discusses estimating for printing, including job layout, purchasing, pricing and trade customs. II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES: 1. Demonstrate an understanding of production planning and estimating as it relates to the printing industry. 2. Demonstrate and understanding of the economics of printing techniques and materials. III. REQUIRED BACKGROUND/PREREQUISTIES: PNT 260 & PNT 130 or department approval **COURSE CONTENT:** IV. Scope and function of Print Estimating List of abbreviations used in the printing industry Computers for production and management in the printing industry Developing a cost estimating system Price Estimating in the Printing Industry **Estimating Paper Estimating Ink** Estimating post-press production What it's like being your own boss

V.	THE FOLL COURSE	THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN TH COURSE (Place X by all that apply)				
	X	Communications		Personal Development		
	X	Critical Thinking	X	Quantitative Reasoning		
	X	Cultural & Social Understanding Information Literacy		Scientific Reasoning		

VI. LEARNER OUTCOMES

VII. EVALUATION

Understand scope and function of Printing Estimating Emerging estimating trends for a changing printing industry The interrelationship of estimating to other plant duties What the estimator needs to know General procedure for selling, estimating, pricing, and quoting printing Standard Production times and Budgeted hour cost rates Estimator's work environment Rules for the printing estimator	Lab exercises Written test
List abbreviations used in the printing industry	Written test
Know how computers for production and management in the printing industry are used. Computer applications in a printing company Computer management systems for printers	Lab exercises Written test
Developing a cost estimating system by: Defining production centers Defining and using production time standards Know important "Rules of the Road" for establishing and using Production standards and BHRs Methods for establishing production standards Developing BHR's	Lab exercises Written test
Understand price estimating in the Printing Industry Key pricing points and pricing rules for printing companies Price estimating methods Price estimating compared to cost estimating Areas of caution when estimating with price lists Key factors when establishing prices What is a tailored price list Some difficult pricing areas for printers Price discrimination	Lab exercises Written test
Perform an estimating for paper cost Distinguish paper classifications Distinguish paper characteristics M weights Paper thickness (caliper) Ordering paper for sheet-fed printing production Bookwork Impositions Press spoilage for sheet-fed production	Lab exercises Written test

Perform an estimate for Ink cost Ink Mileage schedule Variables when estimating ink consumption Estimating lithographic ink quantity Estimating the cost of ink	Lab exercises Written test
Estimate cost of post press production Cutting and trimming production Folding production Finishing and Binding Other post press production operations to consider	Lab exercises Written test
Know what it's like being your own boss Draw an organization Charts Develop a workflow Design a business layout	Lab exercises Written test