COURSE TITLE: Intro to Print Technology  
COURSE NUMBER: PITPT 101-60  
CREDIT HOURS: 3  
SEMESTER: Fall 2014  
INSTRUCTOR: Diane Driskill  
E-MAIL ADDRESS: ddriskil@lcsc.edu; mailto:djdriskill@lcmail.lcsc.edu  
LOCATION: http://bb9.lcsc.edu  
OFFICE HOURS/PHONE/LOCATION: Friday 8:00 AM – 12:00 PM or by appointment  
Phone: 792-2894  
Sam Glenn Complex 113  

Preferred Method of Contact: bb9 email/messaging  
PREREQUISITES: Enrolled in Graphic Design/Print Technology degree program or by permission of instructor  
REQUERIED TEXT:  
Luttropp & Greenwald, Designing for Print Production: Essential Concepts  
Cohen, From Design Into Print: Preparing Graphics and Text for Professional Printing  

Welcome!  
My name is Diane Driskill, and I am pleased to be your instructor for this course. I look forward to learning more about you as we get to know each other over the next few months. Please be prepared to share your personal and professional stories; hopefully, we will engage in many valuable discussions during this course.  

PURPOSE:  
"Printing is one of the few industries where customers have the chance to take an active part in the manufacturing of their product. This course is designed to give you an overview of print production and will show you the steps required to take a print job from concept to completion, which includes preparing graphics and text for professional printing. A designer in New York creates a beautiful design but when she prints it the colors become muddy. An art director in Seattle sends a file to the print shop, and they call him to say the job won’t print. The editor of a college newspaper can’t figure out why all the pictures in the paper are jagged. And a freelance designer in Chicago needs to bid on her first print job. Line screen, DPI, CMYK, RIPS, bleeds, spots, and spreads: Why didn’t they teach us this stuff in design school? In this course, you’ll learn all the necessary techniques, the terminology, and the rules of printing (and when you can break them) so that your designs will look as stunning in print as they do on your monitor."  

COURSE OBJECTIVES:  
Upon completion of this course, students will be able to understand:  

1) Introduction to Design and Production  
2) Graphic Design and Printing Technology through the Ages  
3) Fundamentals of Typography  
4) The Design Process  
5) Elements of Creative Design
6) The Computer in Print Production
7) Digitizing, Transferring, and Scanning Data
8) Data Storage and CD/DVD Technology
9) Traditional and Digital Imaging Techniques
10) Printing Technologies and Finishing Techniques
11) Designing for Print Production
12) The Basics of Commercial Printing
13) Understanding the Types of Computer Applications
14) Computer Color Modes
15) Raster Images and Resolutions
16) Vector Images
17) File Formats
18) Process Color Printing
19) Spot Colors and Duotones
20) How Many Colors to Print
21) Digital Cameras
22) Scanners and Scanning
23) Stock Photos and Clip Art
24) Fonts, Strokes, and Outlines
25) High Resolution Output
26) Acrobat and PDF Files
27) Output Specifications
28) Trapping
29) Preflight and Proofing
30) Preflight Checklist

PARTICIPATION:

Requirements: You are required to be an active member of our learning community. Active members are expected to participate by reading all required readings, complete assignments and exams, and use various resources provided in each UNIT of our class to engage me and your fellow learners in online discussion format. Specific participation requirements include posting a minimum of 2 times each week of our course by responding to discussion questions.

COURSE REQUIREMENTS:

Assignments: Students are expected to read all assigned readings: textbook chapters, announcements, as well as discussions on the on-line discussion board. Assignments are due by 11:59 PM Sunday of the week assigned. Any assignments submitted after Sunday at 11:59 PM will lose 10% of the total points for the assignment and an additional 10% deduction each day (including weekends) in which the assignment is late. Assignments must be typed in 11 or 12 point font and are to be submitted through the Unit/“Assignments” link through Blackboard. Please do not attach assignments to emails! Assignments must be typed and saved as a Microsoft Word (.docx) or as an .rtf file (Rich text format)!

Discussions: It is expected that students will post their response to a discussion question AS WELL AS post at least one response to another student’s response during the week the discussion questions are assigned. Ten points will be assigned for each discussion question; 5 points for your initial response to the discussion question and 5 points for your response to another student’s posting. I want to see dialogue and real discussion versus a simple response of “I agree or disagree”. Students are expected to be courteous and respectful to fellow classmates when submitting comments or responding to other students’ comments on the discussion boards. Everyone is entitled to his/her opinion and each will be respected. You will be required to post at least once
by Thursday to receive full credit!!! Hopefully this will prevent everyone from waiting until 11:59 PM Sunday to post, consequently not leaving enough time for others to respond.

Quizzes: There will be weekly quizzes worth varying points on the material covered during that week. There will be a time limit depending on how many questions are asked, usually 15-30 minutes.

Exams: There will be two exams: a midterm and a final. Students will be allowed approximately 1-1½ hours for each exam. Since students can log-on anytime within a full week to take an exam, there will be No Makeup Exams.

Grammar/Spelling/Proper Word Usage: Always answer in complete sentences and re-read what you type before you submit your answer/response. Grammar is important! Points will be deducted for grammatical/spelling errors. If I find too many errors, I will simply return your assignment, and ask that you try again. Points will be deducted in these cases. Typos and incorrect grammar are not acceptable in the Graphic Design and Printing Industries.

Email: If you have any questions or comments, or need to communicate to the class, please use the Blackboard Messaging Board. We will all communicate using Blackboard email rather than LCmail or personal email.

METHOD OF EVALUATION:

Your grade will be based on four parts as follows:

<table>
<thead>
<tr>
<th>Part</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion</td>
<td>160 points</td>
</tr>
<tr>
<td>Assignments</td>
<td>160 points</td>
</tr>
<tr>
<td>Quizzes</td>
<td>160 points</td>
</tr>
<tr>
<td>Exams (one midterm &amp; one final/100 pts ea)</td>
<td>200 points</td>
</tr>
</tbody>
</table>

680 points total

The final grade will be determined using the following grading system; YOU MUST EARN AT LEAST 72% TO PASS THIS COURSE if you are a student in the Graphic Design/Printing Technology Program. If you don’t earn at least 72%, you will not be permitted to enroll in any other program courses until this course is repeated.

Plus/Minus Grading System

<table>
<thead>
<tr>
<th>Grade Percentage</th>
<th>Grade</th>
<th>Grade Percentage</th>
<th>Grade</th>
<th>Grade Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92%</td>
<td>A</td>
<td>90%</td>
<td>A-</td>
<td>88%</td>
<td>B+</td>
</tr>
<tr>
<td>82%</td>
<td>B</td>
<td>80%</td>
<td>B-</td>
<td>78%</td>
<td>C+</td>
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<tr>
<td>72%</td>
<td>C</td>
<td>70%</td>
<td>C-</td>
<td>68%</td>
<td>D+</td>
</tr>
<tr>
<td>62%</td>
<td>D</td>
<td>60%</td>
<td>D-</td>
<td>Below 60%</td>
<td>F</td>
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</table>
ACCEPTABLE USE OF TECHNOLOGY POLICY

Students enrolled in any BTS program or course have the right and privilege to use computer systems and networks as far as that use does not violate policies set forth by the college and the State of Idaho. All computer use must comply with the LCSC policy and procedures No. 1.108, the Appropriate Use of Technology Guidelines found at http://www.lcsc.edu/it/Policy_%26_Procedures/LCSCFY2002AppropriateUse.htm, and State of Idaho Executive Order No. 2005-22. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

DISABILITY POLICY:

If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment to talk with me as soon as possible. My office location and office hours are listed on the front of this syllabus.

Students who request special accommodations should present a Faculty Notification Form from Disability Services, which is located in the Student Counseling Center, RCH 111. Doug Steele is the coordinator of Disability Services. If you have questions or concerns, please call extension 2211.

JUDICIAL AFFAIRS:

“Cheating or plagiarism in any form is unacceptable. The college functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted by a student must represent his/her own ideas, concepts and current understanding”. If you suspect a student has committed an act of academic dishonesty, document the incident and notify the Judicial Affairs Officer in Reid Hall 111 or call 208.792.2211.

Any student found cheating or plagiarizing (or have done so), will be subject to disciplinary actions up to and possibly including being dismissed from the course with a failing grade recorded.
Consumer Information
In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page, which may be accessed at http://www.lcsc.edu/student-consumer-information/

Disability Accommodations
Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

Student Rights and Responsibilities
Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog (http://webdev.lcsc.edu/catalog) and the LCSC Student Handbook (http://www.lcsc.edu/media/1152314/13-14-Student-Handbook-Revised.pdf) for more information.

Accidents/Student Insurance
Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

Enrollment Verification/Attendance
Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

Academic Dishonesty
Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members will impose their own policies and sanctions regarding academic dishonesty. Students who are accused of being academically dishonest may be referred to the VP for Student Affairs for official disciplinary action.

Illegal File Sharing
Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing may be found on the VP for Student Affairs’ web page (http://www.lcsc.edu/student-affairs/student-code-of-conduct/).

Diversity Vision Statement
Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being.

Disclosures
During this course, if you elect to discuss information with me which you consider to be sensitive or personal in nature and not to be shared with others, please state this clearly. Your confidentiality in these circumstances will be respected unless upholding that confidentiality could reasonably put you, other students, other members of the campus community, or me in danger. In those cases or when I am bound by law to report what you have told me, such as incidents involving sexual assault or other violent acts, I will submit a report to appropriate campus authorities.

Updated August 2014