LEWIS-CLARK STATE COLLEGE  
BUSINESS TECHNOLOGY & SERVICE  
Graphic Arts/Print Technology  
Syllabus

COURSE TITLE: Offset Lithographic  
COURSE NUMBER: PITPT 134-01  
CREDIT HOURS: 4  
SEMESTER: Fall 2014  
INSTRUCTORS: Diane Driskill, Professor/Randy Puckett, Print Production Specialist  
EMAIL ADDRESS: ddriskil@lcsc.edu, rapuckett@lcsc.edu  
OFFICE HOURS/PHONE/LOCATION:  
appointment  
Phone: 792-2894  
Sam Glenn Complex B113  
CONTACT HOURS: Monday/Wednesday 1:30 PM – 5:00 PM  
LAB HOURS: Monday/Wednesday – 1:30 PM – 5:00 PM  
PREREQUISITE: PITPT 101  
REQUIRED MATERIALS
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Manual</td>
<td>1</td>
</tr>
<tr>
<td>Ring Binder</td>
<td>3</td>
</tr>
<tr>
<td>Line Gauge</td>
<td>1</td>
</tr>
<tr>
<td>Plastic Paper Savers</td>
<td>20</td>
</tr>
<tr>
<td>Pica Pole (12 inch)</td>
<td>1</td>
</tr>
</tbody>
</table>

These materials will be in class by the start of the 3rd week – if not, your grade will be docked 100 points.

PURPOSE
This course is designed to train the student in offset press operation. The student will perform introductory offset press work and learn pressroom procedures, including feeding and delivery systems, press adjustments, chemistry, paper, and ink. This course will also prove very useful for those interested mainly in the design area. You will learn how to become a better designer by seeing what works well and what doesn’t when it comes down to the printed product. Graphic Arts and Printing is communication through visual means. The student will learn how the designer has to connect and work very closely with the printer to ensure high quality, professional looking pieces. If the student understands the press and finishing process they can apply these skills to their layout and design.

METHODS OF INSTRUCTION
This is a structured course. Lecture and hands-on experience will be used. Class discussion is highly recommended. Please ask questions. It will help all of us learn. There will be special instruction sessions along with daily lab work. By the time you finish this course you should have knowledge and hands on understanding of the 10 basic press skills or competencies required to successfully operate a press. There will be two exams: one midterm and one final exam. Questions will be drawn from notes as well as text and hands on training. There will also be several quizzes.

METHODS OF EVALUATION
Your grade will be based on five parts as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Portfolio</td>
<td>400</td>
</tr>
<tr>
<td>Time Cards</td>
<td>375</td>
</tr>
<tr>
<td>Tests and/or quizzes</td>
<td>450</td>
</tr>
<tr>
<td>Assignments</td>
<td>875</td>
</tr>
<tr>
<td>Maintaining a clean work station</td>
<td>115</td>
</tr>
</tbody>
</table>

Total Points Possible: 2215
PORTFOLIO
After completing this class, many students find it very valuable to have a portfolio showing what they are able to do using printing technology. This may play a big part in your search for employment. In the printing industry your work speaks for itself. This portfolio will include your work samples listed on the checklist and learning objective sheets. You will be graded on each piece in your portfolio. With each job, on a small piece of paper, I need to know: 1. The number and title of the exercise, 2. What press it was ran on (AB Dick 360, Multi 1650 or QM-46), 3. What size, weight, color and type of paper the job was ran on and 4. What PMS color of ink you used to print the job, and 5. Who the job was for. It needs to be located in the bottom right corner of each sleeve. Errors can and will include improper ink and water balance, poor or inconsistent color, poor registration, improper position, spots and hickies, improper registration, and improper back up of two sided jobs. To assist you in achieving good results, please check with your instructor and please ask questions BEFORE you print your final piece.

TIME CARDS
Time cards will need to be filled out every day, starting today, and turned in every Thursday. In the industry, time cards help the billing department to bill jobs accurately and they also are a record of your work hours for your paycheck so please fill them out as accurately and completely as possible.

MAINTAINING LAB
You will also be graded on maintaining a clean workstation and overall lab. There are 5 points possible for every day we have class. Allow yourself time to clean up before class is over. This includes not only your press workstation but classroom area as well.

ASSIGNMENTS
Each part of the assignment will receive a grade from 0 – 4 according to your level of independent work and skills. Each assignment will be worth from 20 – 28 points each. This is an entry-level course, and these are the EXPERT guidelines in the printing industry. You will not master tasks right away.

4 Skilled – can work independently with no supervision
3 Moderately skilled – can complete job with limited supervision
2 Exposure to the concept – but no hands on experience
1 No exposure – No experience or knowledge in this area
0 Did not do or turn in

The final grade will be determined using the following grading system:

GRADING SCALE

<table>
<thead>
<tr>
<th>Plus/Minus Grading System</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>92% 100% A</td>
<td>90% 91% A-</td>
<td></td>
</tr>
<tr>
<td>88% 89% B+</td>
<td>82% 87% B</td>
<td>80% 81% B-</td>
</tr>
<tr>
<td>78% 79% C+</td>
<td>72% 77% C</td>
<td>70% 71% C-</td>
</tr>
<tr>
<td>68% 69% D+</td>
<td>62% 67% D</td>
<td>60% 61% D-</td>
</tr>
<tr>
<td>Below 60% F</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any grade below a C (72%) is considered below average which is unacceptable for gaining and retaining employment in the printing industry. Therefore the class will need to be repeated. If you think you might fall into this category, please check with one of the instructors before it gets too late. **YOU MUST EARN AT LEAST 72% TO PASS THIS COURSE.** 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 and passed.
ATTENDANCE POLICY
Attendance is very important. Think of this class as a regular job: You need to show up every day and be on time. No employer is going to let you come in whenever you want to, so please be here when you’re supposed to. Being on time and daily participation are both very important.

Cell phone ringer must be turned off during class! Use break time for checking e-mail, texting and using cell phones.

Our attendance policy is as follows:

- Every three absences will lower your letter grade by one grade.
- Every five minutes counts as one tardy.
- Every four tardies will equal one absence.
- Coming in late or leaving early are both tardies.
- There is no distinction made between “excused” and “unexcused” absences.

You are responsible for any assignments or readings while you are absent. Please see your instructor immediately for missed assignments. **YOU** are also responsible for finding another class member to explain tasks that were demonstrated and discussed when you were absent. Excessive absenteeism may cause you to receive an F for the course. Individual problems should be discussed with your instructor.

You will be required to sign an Attendance Policy Contract at the beginning of class.

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/policy/Policy/1.202.pdf](http://www.lcsc.edu/policy/Policy/1.202.pdf) 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.

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. My office location and office hours are: Room 104 in the Sam Glenn Complex. Hours are 8:00 A.M. to 5 P.M. Monday thru Friday. 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 coordinator of Disability Services. If you have questions or concerns, please call extension 2211

PLAGIARISM and CHEATING
Plagiarism as defined by Merriam-Webster is: to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source. Cheating is: to violate rules dishonestly like cheating on a test. Neither of these will be tolerated in this class. This means your work will be your work. It will be done by you and in your hand writing. If you are caught cheating, you will receive a zero for that exercise or test.
Syllabus Addendum

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 January 2014
TEN PRESS SKILLS OR COMPETENCIES

You will be expected to know each of the following systems and be able to operate an offset press at the end of the semester.

1. **Feeder System**  
   You will be able to load, adjust and feed paper stock to the register system.

2. **Sheet Register System**  
   You will be able to make each sheet register (print in the same exact place, sheet after sheet).

3. **Printing Unit**  
   Know what the printing unit does and how to make it work properly.

4. **Inking Unit**  
   You will know how the inking unit works and how to adjust it.

5. **Dampening Unit**  
   You will know what the dampening unit is and its function.

6. **Delivery System**  
   You will be able to have a sheet go from the feeder system, thru the press, and finely to the delivery system.

7. **Press Makeready**  
   You will understand why makeready is important and the reasons for it.

8. **Press Production**  
   You will be able to set the press up and run a job (production).

9. **Preventive Maintenance Program**  
   You will learn why a preventive maintenance program is so important.

10. **Safety**  
    Safety is of the upmost importance. You will learn and adhere to all the safety rules of the live shop.
Attendance Policy Contract

Being on time and participating daily are very important. A grade of “C” is required to advance to the next printing course. Students with poor attendance or students who do not use class time effectively will be asked to drop the course. Students who “disappear” from class without officially dropping the course or withdrawing from school will receive an “F” on their transcript.

Please read and initial each of the five attendance conditions below. Please sign and date this sheet and turn it into your instructor.

_________Every three absences will lower your letter grade by one grade.

_________Every five minutes counts as one tardy.

_________Every four tardies will equal one absence.

_________Coming in late or leaving early are both tardies.

_________There is NO distinction made between “excused” and “unexcused” absences.

Student Signature:_______________________________________Date:__________________

Print Name_____________________________________________

I have read and understand the attendance requirements above.

Instructor Signature:_____________________________________Date:__________________

I will discuss your attendance with you in person, if a problem occurs.