Intro to Print Production
CIS 188 I50

Number of Credits: 3

Days Class Meets: Online

Meeting Times: Zoom Sessions on an as-needed basis

Location/Venue: N/A

Instructor: Christie Hughes

Contact Phone: 800 839 5385

Contact Email: hugheschristil@jccmi.edu

Online Office Hours: Wednesday Mornings, **9-11:30am**

Course Description
This course introduces students to technologies and techniques involved with the printing process. Concepts behind the printing press, ink, and color are addressed and methods are applied.

Prerequisite(s)
CIS 127, CIS 132, CIS 134, and CIS 136.

Course Goals
Study the evolution of modern printing practices. Mechanically prepare basic print projects and understand workflow processes for print production. Consider creative limitation for cost effectiveness.

Course Objectives
The he course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guaranteestudents achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

Upon completion of this course, students should be able to:

- The student will create printed products that fit a need, utilizing the proper output process
- The student will develop product concepts to business and industry standards
- The student will understand workflow system to take products from development through electronic prepress, and finishing operations
- The student will follow established production standards and deadlines
- Produce printed products to business and industry standards

EC 1 Think Critically and act responsibly.

EC 2 Work productively with others, recognizing individual contributions to group success.

EC 3 Exhibit technological literacy.

This course uses OER! Resources are available in electronic format as a direct download from the publisher and/or the JetNet shell.

https://open.umn.edu/opentextbooks/textbooks/graphic-design-and-print-production- fundamentals

☒**Open Educational Resources (OER)** are strongly encouraged. OERs are teaching, learning, and research materials that are either (a) in the public domain or (b) licensed in a manner that provides everyone with *free permission* to:

- Retain – make, own, and control a copy of the resource
- Reuse – use your original, revised, or remixed copy of the resource publicly
- Revise – edit, adapt, and modify your copy of the resource
- Remix – combine your original or revised copy of the resource with other existing material to create something new
- Redistribute – share copies of your original, revised, or remixed copy of the resource with others

Follett Access

- Please review the cost of your required materials to determine the best option for you to purchase your materials.

- For more information on the Follett ACCESS Program, you can view the view the frequently asked questions.

If after reviewing the costs, if you choose to opt out, you may do so here: www.jccmi.edu/optout.

Please note your opt out selection is for your *entire* semester schedule. You cannot opt out/opt in to individual courses. And you must opt out by the due date of your first class, which is the 3rd day after the start of your earliest course.

If you have questions about materials, please contact the Jackson College Follett bookstore at jackson@bkstr.com

For account billing questions, please contact the Jackson College Cashier at jccashier@jccmi.edu

Grading Procedure

Method employed for evaluating student performance. Testing format (essay, objective, portfolio, etc.) and the relative weight each evaluative tool has upon the final grade are helpful explanations for students.

Assignments (3)	= 150 pts
Quizzes (7) =	= 100 pts
Practicum	= 50 pts
TOTAL	**= 300 pts (est.)**

Grading Scale

GPA	GRADE RANGE
4.0	94-100%
3.5	89-93%
3.0	84-88%
2.5	78-83%
2.0	72-77%
1.5	66-71%
1.0	60-65%
0.5	55-59%
0.0	0-54%

Failure

Any circumstances under which a student could be dismissed from or failed in the course that is not covered in other college publications. In pass/fail courses, a listing of minimal competencies.

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Submitting other's work as your own

- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation

- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form

- Using notes/books/electronic material without authorization

- Copying

- Submitting others' work as your own or submitting your work for others

- Altering graded work

- Falsifying data

- Exhibiting other behaviors generally considered unethical

- Allowing your work to be submitted by others

Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the Jackson College accessibility web page.

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at JCCSS@jccmi.edu or visit the Center for Student Success web page.

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

Course Management

Ways that students can manage their enrollment in a course for special circumstances. Includes withdrawal, and audit and incomplete grading procedures.

Makeup Policy

See withdrawal dates on JC Website. Any student with can request an "Incomplete" grade if he/she/they have endured a special circumstance that has been discussed with instructor provided they have maintained a 90% or above through to the last week of the course.

Help

Adobe Help or video tutorials are available on instructor YouTube site. See JetNet course or instructor for more information.

Academic Advising

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester. Please e-mail JCCSS@jccmi.edu or visit the [Accommodations for Students with Disabilities](#) web page

Student Responsibilities

Student is responsible for getting work done in a timely manner and following instructions, beginning with the syllabus for the course.

Attendance- Participation Policy

For online sections

Just as in a traditional classroom course, regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate _within the first couple of days of the term_ to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being

withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Caveat

Some revisions may be necessary during the course. School closing policies, instructor illness and other procedural improbabilities are described for students.

Calendar

Calendar timelines and assignments are an approximation and could be changed.

UNIT	TOPIC	HOMEWORK
1	Intro, Timeline, Discussion	Intro to printing
2	Production Overview	Assignment 1
3	Identify Vendor	Decide on Deliverables Assignment 1 Due
4	Preflight Practice	Assignment 2, Quiz
5	Costs and Quotes	Practicum, Assignment 2 Due Intro to Assignment 3
6	Pre-flight, Production, Press Check	Assignment 3
7	Final + Reflection	Practicum Due, Assignment 3 Due

Important Dates:

MONDAY 05/31/2021	MEMORIAL DAY HOLIDAY-NO CLASSES
MONDAY 07/05/2021	INDEPENDENCE DAY HOLIDAY-NO CLASSES
MONDAY 08/09/2021	END OF SPRING SEMESTER