



**22 Fall Semester**

## **Introduction to Print Production**

### **CIS 188 I60**

**Number of Credits:** 3

**Days Class Meets:** Online/Virtual

**Meeting Times:** Optional Asynchronous Live Sessions – To Be Revealed 1<sup>st</sup> Week of Class

**Location/Venue:** Zoom (link will be shared each unit just before the session)

**Instructor:** Christie Hughes

**Contact Phone:** 801-839-5385

**Contact Email:** [hugheschristil@jccmi.edu](mailto:hugheschristil@jccmi.edu)

**Online Office Hours:** By Appointment via Zoom or Thursdays 10-2pm WA 226-E

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### **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 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 guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class are shown by embedding the following into this final course:

Furthermore, the college has developed three Essential Competencies. These skills are embedded in each program of study and are shaped by the program focus and the pathway within which the program is hosted.

EC 1 Think Critically and act responsibly.

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

EC 3 Exhibit technological literacy.

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 electronicpress, and finishing operations
  - The student will follow established production standards and deadlines
- Produce printed products to business and industry standards

## Textbook

**Digital Format:** This text is available in a digital format to rent or purchase through the JC Bookstore. Please see the links posted on your class JetNet site.

**Open Educational Resources (OER):** 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

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

**No Textbook Required:** If no textbooks are required, students will not have to purchase books for the course.

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

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

## [Learn new textbook program at JC](#)

For account billing questions, please contact the Jackson College Cashier at [jccashier@jccmi.edu](mailto:jccashier@jccmi.edu)

### Extras

Students are required to have internet access, cloud or flash storage.

### Grading Procedure

Assignments (3)	= 150 pts
Quizzes (7) =	= 100 pts
Practicum	= 50 pts
<b>TOTAL</b>	<b>= 300 pts (est.)</b>

### Grading Scale

<b>GPA</b>	<b>GRADE RANGE</b>
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

Students must achieve a passing grade of D or above by completing all required examinations, submitting all required exercises and projects, and meeting the standards of the school attendance policy. For program specific grade requirements, it is required that a 2.0 be achieved in order for it to count towards success in the program.

### 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](mailto: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

Because courses vary in length, it is critical that you check the last day to drop or withdraw by going to [www.jccmi.edu](http://www.jccmi.edu), under 'Quick Links' choose "Drop Classes". If you receive financial aid, call 517-796-8410 to discuss the impact of dropping or withdrawing. Students who stop attending class without completing a withdrawal form will receive a grade of 0.0. It is the student's responsibility to withdraw from a course. The instructor cannot issue a drop from this course for you. You should initiate a withdrawal at the main campus Registrar's Office or at any JC center if you cannot complete the course. You should also contact the instructor when considering a withdrawal.

## Help

The instructor is always there to point you in the direction for success. The instructor will make time to help students get on track provided the student has shown a willingness to stay on track from the beginning of the course. Incomplete grades are not approved unless they follow the college Incomplete grade policy.

## 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](mailto:JCCSS@jccmi.edu) or visit the [Accommodations for Students with Disabilities](#) web page

## Student Responsibilities

You may be asked to search for images or graphics to use for the assignments in this class. Feel free to visit any Web site of interest, but **do not upload any copyrighted material in JetNet** — anything from an article to a cartoon—without the permission of the copyright owner. ***YOU MUST CREDIT THE AUTHOR OR ARTIST AT ALL TIMES.*** This will be discussed in class further.

## Attendance- Participation Policy

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

Please note: The format and timing of this course may need to change due to unforeseen circumstances. In particular: school closings, instructor illness, weather, or other situations that may arise.

If you are taking an in -person class, you will be required to complete a Reintegration Video Training course in JetNet prior to being admitted to campus.

All COVID safety protocols in place are based on current guidelines and will be enforced while students are on campus.

## Calendar

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

UNIT	DATE	TOPIC	HOMEWORK
1	March 14	Intro, Timeline, Overview	Intro to Printing
2	March 21	Production Overview	Assignment 1
3	March 28	Identify Vendor	Decide on Deliverables - Assignment 1 Due
4	April 4	Preflight Practice	Assignment 2, Quiz
5	April 11	Costs and Quotes	Practicum, Assignment 2 Due
6	April 18	Preflight, Production, Press Check	Assignment 3
7	April 25	Final + Reflection	Practicum Due, Assignment 3 Due

## Important Dates:

<b>MONDAY 03/14/2022</b>	<b>CLASSES BEGIN</b>
<b>FRIDAY 03/18/2022</b>	<b>CENSUS DATE</b>
<b>MONDAY 04/25/2022</b>	<b>LAST DAY TO WITHDRAW</b>