

I. COURSE DESCRIPTION:

This course will formally introduce the student to the world of producing artwork for offset press printing. The work in this class will be comprised of research assignments and reports as well as hands-on-practical exercises on the Macintosh computer. The graphic designer of today is faced with an ever increasing set of challenges. One of which is translating original artwork to artwork that can be printed on a printing press. Today's technological advances make this an ever changing field, fortunately even as technology changes the basics of the production process stay the same. It is the intention of this course to provide the student with a sound knowledge of traditional printing processes and how to translate their designs and illustrations via the Macintosh computer for reproduction on a printing press

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. **Develop and implement solutions to problems encountered in all phases of the graphic design process focusing on the production phase of the process**

Potential Elements of the Performance:

- Use previously learned documentation skills to establish design and production plans for a project
- Compare and contrast a variety of production options on a project
- Demonstrate an ability to use problem solving methods to troubleshoot printing issues
- Demonstrate an ability to think and act pro-actively when creating design artifacts to be printed or manufactured by a supplier

2. **Use a variety of technologies to create, capture and manipulate design elements in producing a final product**

Potential Elements of the Performance:

- Prepare design artwork for the printing process and digital media
- Identify technical issues of digital working methods for design a pre press
- Apply basic knowledge of paper stock
- Apply skills in areas of image cropping, resizing, and clean up using electronic means
- Create, manipulate and compose images for design purposes

3. **Demonstrate an ability to translate images and information form one medium to another (eg. Print vs. web vs. animation vs. format size)**

Potential Elements of the Performance:

- Apply knowledge of print based, web based and digital requirements in manipulating and preparing images and information for distribution
- Apply knowledge of motion graphics and take appropriate restrictions into account when translating imagery from one medium to another

4. **Demonstrate an understanding of the sheet fed printing process**

Potential Elements of the Performance:

- Define different stages of art production
- Demonstrate an ability to plan and outline production steps for a printed project
- Prepare and properly mark up proofs to provide instructions to a printer
- File and organize projects in a manner ready to transfer to disc for remote printing

5. **Compare and contrast application of colour systems in printed and digital environments**

Potential Elements of the Performance:

- Define CMYK, RGB, and hexadecimal colour modes and identify their applications
- Demonstrate an understanding of colour gamut, colour theory, and additive vs subtractive colour

6. **Apply effective business practices and project management skills in regards to a design/production position in the graphic design field**

Potential Elements of the Performance:

- Use time and resource management skills to achieve project goals
- Prepare and organize information for projects to effectively communicate with a supplier
- Demonstrate an ability to effectively request and receive project estimations from suppliers

III. TOPICS:

1. Documentation skills
2. Offset printing, preparing files, documenting projects
3. Colour systems and their applications – how to specify
4. Importance of accuracy
5. File formats, proofs, communicating with suppliers
6. Preparing images and information for production processes

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Required text: *Guide to graphic print Production, Johansson, Wiley 2003, ISBN 0-471-27347-3*

Suggested reading Pocket Pal – Graphic Arts Production Handbook By International Paper

V. EVALUATION PROCESS/GRADING SYSTEM:

Assignments = 100% of the grade.

Final evaluation for this course will be a letter grade as outlined below.

Assignments will be weighted equally and will constitute 100% of the student's final grade. A missing assignment is equivalent to course objectives not achieved which results in an "F" (fail) grade for the course. Assignments and their relative weighting are listed on the LMS system for this course.

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty, student contact information may be confidentially provided to Student Services in an effort to offer even more assistance with options for success. Any student wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

VI. SPECIAL NOTES:

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session

All assignments must be submitted to a satisfactory level to achieve credit for this course

Graphic Design Assignment Resubmission policy

- Any assignment completed during this course may be submitted for re-evaluation if the following criteria are met by the student.
 1. an assignment that was initially submitted past the initial assigned deadline will not be eligible for re-evaluation.
 2. an assignment that initially achieved a fail grade must be resubmitted to achieve minimum project standards and will receive a maximum C grade as indicated under the section for Lates and Fails in this outline.
 3. the resubmitted project must be accompanied by the original project and the original evaluation sheets (with written indication of grade breakdown) provided by the professor
 4. assignments may be resubmitted at any time during the semester. The final date for last resubmissions will be announced by the professor during class and usually are no later than two weeks prior to the end of the semester.
 5. Resubmitted assignments must identify the project and class, and be clearly marked "RESUBMISSION" when submitted
 6. it must be understood that resubmitted assignments are usually marked with greater scrutiny than first submissions to take into consideration the learning experiences, practice, and achievement of learning outcomes achieved by the student during later sessions in the semester.
 7. When comparing the original submission grade and the resubmission grade the student will receive benefit of the higher grade
 8. Assignments will not be accepted for resubmission to include preliminary studies. Preliminary studies should be completed before the commencement of work on final comprehensives and as such will only be considered for evaluation on or before the original submission. Assignments resubmitted to include preliminaries must be completely re-done and have a new creative direction for evaluation.

Lates:

An assignment is considered late if it is not submitted at the time and date specified by the instructor. The maximum grade a late assignment will be assessed is a C (65%) grade.

If an assignment deadline is missed the student **MUST** immediately negotiate a new deadline with the instructor. If a renegotiated deadline is missed the maximum allowable grade is 50% D when the assignment is submitted for evaluation.

A late assignment which is not executed to a minimum D (satisfactory) level will be assigned a fail grade with additional penalties outlined below.

Fail:

A fail grade (F) is assessed to an assignment which has not been executed to a minimum satisfactory "D" grade level or in which the directions have not been followed correctly.

Upon achieving a Fail(F) grade (below 50%) the student must meet with the instructor **immediately** to negotiate a revised deadline. The assignment must be redone to passing standard by the new deadline to achieve credit for the assignment.

Maximum grade for a failed assignment is "C" (65%)

If failed assignments are not submitted by the negotiated deadline the late penalty policy will apply.

Preliminary Studies:

Most assignments require preliminary or intermediate steps such as thumbnails, roughs, and

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located in D2L and on the portal form part of this course outline.