SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: Printing Fundamentals

CODE NO. : ADV 3520-02　　　　**SEMESTER:** Six

PROGRAM: Graphic Design

AUTHOR: Terry Hill

DATE: Sept 2002　　**PREVIOUS OUTLINE DATED:** January 2001

APPROVED:

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　　　　　　　　　　　　　DEAN　　　　　　　　　　　**DATE**

TOTAL CREDITS: 2 credits

PREREQUISITE(S): Co-requisite – Computer Production 2 ADV 322

Hours/Week 3 hours class
time per week
for 7 weeks

I.   COURSE DESCRIPTION:
This course is a course run in tandem with Computer Production 2. This course allows the student to follow the production of a self promotion brochure designed in Computer Production 2 through the entire artwork preparation, plate burning, printing and binding process.
The course is run under contract with Cliffe Printing and will take place in the evening hours once a week for seven weeks during the semester.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:
1   organize and output electronic art files
2   gain insights into the printing process

1.   organize and output electronic art files
      Potential Elements of the Performance:
      - demonstrate an ability to identify all files necessary to successfully output a printing project
      - demonstrate an ability to organize all appropriate files on disc for remote printing.
2.   gain insights into the printing process
      Potential Elements of the Performance:
      - identify different printing stages
      - demonstrate an ability to follow a printing project through imaging, printing

III.   TOPICS:

1.   Printing processes

3.   organizing electronic files

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:
      none

V.   EVALUATION PROCESS/GRADING SYSTEM:

This is a non-graded course
Students will be awarded a S(satisfactory) or a U (unsatisfactory) upon completion of this course. Successful completion is dependent on the student delivering a completed and folded printed self promotional brochure to the instructor in Computer Production 2.
Students must successfully complete this course to be able to obtain their diplomas.
The following semester grades will be assigned to students in postsecondary courses:

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.40
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see *Policies & Procedures Manual – Deferred Grades and Make-up*).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

Midterm grades:
Midterm grades are granted as "S" for Satisfactory progress and "U" for unsatisfactory progress. Unsatisfactory progress in two or more courses requires an appointment with the Program Co-ordinator or the School's Dean.

VI. SPECIAL NOTES:

Special Needs:
If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities*. Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Homework:
This is a two credit course delivered off campus in a 3 hour supervised format. It is expected that a students prepare for the printing of their self promotion piece during Computer Production 2 classtime and during unsupervised studio time.

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

VII.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:
-   Transcript and course descriptions/outlines from another institution
-   Interview and portfolio presentation

VIII.   DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.