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| (705) 759-2554, Ext. 688 |
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**I. COURSE DESCRIPTION:**

This course is a continuation of Computer Production 1. It will expand on electronic production techniques as well as explore the subject of paper and printing substrates. It is intended that this course will inform the student of the remainder of the basic information that they need to be competent production artists within the graphics industry.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

- 1 define relevant paper terminology
- 2 demonstrate an understanding of paper production processes
- 3 demonstrate an understanding of paper weights and measures
- 4 Identify different forms of paper folding
- 5 Demonstrate an understanding of basic imposition
- 6 Prepare electronic art with a high degree of accuracy

1. define relevant paper terminology

Potential Elements of the Performance:

- understand and recall definitions for paper production terms and techniques
- demonstrate an ability to identify the difference between coated, uncoated, specialty and newsprint stocks.

2. demonstrate an understanding of paper production processes

Potential Elements of the Performance:

- define different stages of paper production
- demonstrate an understanding of different paper qualities and finishes

3. demonstrate an understanding of paper weights and measures

Potential Elements of the Performance:

- exhibit an ability to identify different paper weights
  - demonstrate an understanding of imperial and metric paper sizes
  - understand and communicate the similarities and differences between paper thickness, pound weight, and gram weight
  - Understand and explain the relationship between paper sheet size and pound weight
  - Exhibit the ability to examine production specifications and choose the correct type of paper for a given project
4. Identify different forms of paper folding  
Potential Elements of the Performance:
- Demonstrate an understanding of different paper sheet folding techniques
  - Understand and communicate how paper folding relates to printing imposition
5. Demonstrate an understanding of basic imposition  
Potential Elements of the Performance:
- explore and understand basic imposition for 2-up and 4-up saddle stitch formats
  - compare and contrast the definitions "work and turn" and "work and tumble"
6. Prepare electronic art for printing with a high degree of accuracy  
Potential Elements of the Performance:
- File and organize projects in a manner ready to transfer to disc and remote printing
  - Prepare and properly mark up colour and black and white proofs for the printer
  - Prepare files for remote output at a service bureau

### III TOPICS:

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1. Paper terminology
2. Folding Techniques
3. iImposition
4. Printing mark up
5. Choosing paper appropriately  
Paper weights and measures

### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Students will be referring to the text from Computer

Production 1 entitled "Pocket Pal" Graphic Arts  
Production Handbook Published International Paper

**V. EVALUATION PROCESS/GRADING SYSTEM:**

**Assignments = 100% of final grade**

Assignments will constitute 100% of the student's final grade in this course. A missing assignment is equivalent to course objectives not achieved which results in an "F" (fail) grade for the course.

This course will be evaluated in terms of a letter grade indicating overall performance in this class. All assignments are of equal weighting and the total sum of grades achieved by the student will be averaged to determine the final grade assessment

The following semester grades will be assigned to students in postsecondary courses:

| <b>Grade</b> | <b><u>Definition</u></b> | <i>Grade Point<br/>Equivalent</i> |
|--------------|--------------------------|-----------------------------------|
| A+           | 90 - 100%                | 4.00                              |
| A            | 80 - 89%                 | 3.00                              |
| B            | 70 - 79%                 | 2.00                              |
| C            | 60 - 69%                 | 1.00                              |
| D            | 50 - 59%                 | 0.00                              |
| F (Fail)     | 49% and below            |                                   |

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|----------------|--|
| CR<br>(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.  |

**Deductions - Lates and F grades****Lates:**

An assignment is considered late if it is not submitted at the time and date specified by the instructor.

A late assignment will be penalized by a 5% deduction for each week that its late. The total late penalty will be deducted from the final grade. Eg. 3 weeks late = 15% deduction from final grade.

Maximum grade for a late assignment is "C"

A late assignment which is not executed to a minimum C (satisfactory) level will be assigned an incomplete grade with additional penalties outlines below.

**Fail (F) grades**

A failing grade 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.

A failing grade assignment must be entirely re-done or corrected according to the instructor's specific instructions and resubmitted within a timeframe specified by the Professor.

A failing grade assignment will be penalized by a 5% deduction from the final grade.

Maximum grade for a resubmitted failing grade assignment is "C"

Failed (F grade) assignments not submitted by the specified deadline will be subject to 5% late deductions for each week they are overdue.

**Attendance:**

Significant learning takes place in the classroom setting through an interactive learning approach; therefore students are expected to attend all classes and inform the instructor of an anticipated absence. Attendance is mandatory for this course to ensure the course requirements and objectives are met. A total absence of 3 classes for the semester will be tolerated. After 3 absences penalties will take effect, an additional 10% will be deducted from the final grade for this course per class missed.

i.e. 4 classes missed = 10% deduction from final grade

5 classes missed = 20% deduction from final grade

**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 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/program, as may be decided by the professor/dean. 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.

Course outline amendments:

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.

Substitute course information is available in the Registrar's office.

**RECLAIMING AND RETAINING PAST ASSIGNMENTS**

**For the development of student portfolios it is important that ALL past assignment work be reclaimed and retained by the student.**

**It is the students' responsibility to reclaim assignments after they have been assessed. Marked assignments will be returned by faculty during**

classroom sessions. If a student is absent on the day that work is returned the work will be held by faculty for a minimum of three weeks from the return date after which, due to a shortage of storage space, the work may be discarded

**VII PRIOR LEARNING ASSESSMENT:**

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Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VII DIRECT CREDIT TRANSFERS:**

**I.**

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.