Course Description:

This class is divided into two distinct parts: Tuesdays - Production Management and Thursdays - Production Techniques Lab. Production Management will be taught in a lecture/discussion/presentation format and will cover critical issues you’ll need to know to work in the field of digital design. The Production Techniques Labs are hands-on sessions working with two of the most common desktop publishing software found in the design field. There will be one field trip to a local professional print shop during the quarter.

Core Abilities and Instructional Goals:

This class is designed to help your prepare to work in this dynamically changing field. Through experiences both in and out of the classroom, you’ll be given the opportunity to broaden your horizons and be challenged in ways that encourage the development of the abilities vital to succeeding in this field. These abilities include:

- Effective Communication... through visual, written and oral presentations.
- Critical Thinking/Problem Solving ...through a variety of true-to-life projects and situations that represent typical work done in this field.
- Responsibility... through consideration of the ethical, cultural, and legal issues in the digital design field and the critical timelines involved.
- Multiculturalism.... through an ongoing examination of multiple contexts, perspectives, experiences and voices that should be considered when creating digital design work.
- Information Competency... through research and the use of appropriate sources of information and tools to create a variety of design projects.
Course Outcomes:

- Identify elements of pre-reproduction such as project scope, related personnel, detailed list of tasks, budget requirements, resources, time estimates, risks, a contingency plan and critical milestones.
- Identify the elements of production such as selecting colors, creating a layout, creating storyboards, creating simulations, producing or acquiring content, and evaluating the quality and design.
- Identify the elements of post production to include product testing, troubleshooting, customer acceptance testing and implementation.
- Identify elements of task management for a digital design project to include goal definition, monitoring, implementing, coordinating and evaluation of the work process.
- Match hardware and software capabilities to a given project.
- Select appropriate file formats and conversion methods given a variety of digital design projects.
- Identify and be able to access regulations and laws related to digital design.
- Identify costs and benefits related to working for an employer versus self-employment.
- Create a variety of documents using industry recognized publication and imaging software.

Required Course Materials and Textbooks:

- Minimum of three (3) CD/CDRW’s for homework assignments. Label all CDIs and any plastic cases with your name. Check with your instructor regarding other acceptable media types. You will be turning in one of these CD’s with each assignment and retain one for your work in progress.
- Two (2) plastic or paper project envelopes with secure clasp or flap. Must be large enough to hold projects and disks.
- Minimum of 150 sheets of heavy weight two sided color laser or inkjet paper for two sided documents and your final project. Paper type will depend on the printer you choose to use for this project. All other projects can be done on paper supplied in the computer lab.
- Plastic sheet protectors, report cover or other suitable cover for menu assignment.
- Professional binding for final project. You may choose to use the services of copy shop such as Office Max or Kinkos, or utilize the comb binder in the classroom as long as supplies are available.
Attendance:

It is important to attend every class as there is little time to make up material and assignments you miss. If you miss a class it is your responsibility to get notes from another student and contact the instructor regarding materials covered. The instructor may not have time during class to re-teach the material you have missed. Absence from class is not considered an acceptable reason to miss a due date as you can request to turn in your assignment via email and usually have seven 7 days to complete each assignment. Even if you miss the lab instructional session, the assignment is still due on its scheduled date.

Assignment Schedule:

Most production management classes will end with a reading and a project or presentation assignment. Due dates for each assignment will be announced. Each production lab class meeting will end with a design assignment which should be turned in both in print and on a disk. These assignments are due at the beginning of the class session. You will usually have some time to start an assignments in class, however, you will not have time to complete them during class time. Plan on spending time (2-4 hours) outside of class in the N121 lab doing homework as this is the only lab with Digital Design software.

Penalty for Late Assignments:

Critical to success in this field is the ability to complete work in the time allotted. This is a publication deadline driven profession and so is this course. In both real life and in this class you will probably never be have “enough” time to perfect a project. It is important to stay on schedule and turn in assignments on time. Late assignments will receive a automatic 50% reduction of score and must be turned in with the next lab assignment.

Special Needs:

Students with disabilities who believe they may need academic adjustments, auxiliary aids or services to fully participate in course activities or meet course requirements are encouraged to register with the Disability Support Services (DSS) Office, Room 300K in the Cascade Building. You may also call the DSS Office to make an appointment to meet with the DSS Coordinator at (253) 964-6526 or 964-6527. Students requesting academic adjustments must obtain the “Approved Quarterly Academic Adjustments, Auxiliary Aids or Services” (green) form provided by DSS before any adjustments are made.
Outcomes Assessment and Grading:

All lab projects, written assignments, quizzes, and presentations assigned in this class will be reviewed and graded by the instructor. Your instructor will provide you with written feedback and suggests to help with the learning process. Assignments and exams have the following point values:

- Production Lab Projects ............................................100 points each
- Proposal and Contract Writing Assignments ............100 points each
- Scanning and Copyright Assignments  .....................50 points each
- Quizzes on Reading Material .................................50 points each
- Final Lab Project .......................................................200 points

Final grades in this course will be assessed on the following scale that is used for all Digital Design Program courses:

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<thead>
<tr>
<th>Percentages</th>
<th>Grade Points</th>
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<tbody>
<tr>
<td>95-100</td>
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<tr>
<td>90-94</td>
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<td>87-89</td>
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<td>83-86</td>
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<td>80-82</td>
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Emergency Closure Information:

Pierce College classes may be canceled or delayed in case of snow, extreme cold or other emergency. When possible, this information will be posted on the home page of our Web site www.pierce.ctc.edu or on the statewide public schools emergency disclosure system at www.schoolreport.org. You may also call Pierce College Fort Steilacoom for recorded messages or additional information: (253) 964-6500. This information is also provided to the following media outlets:

Television: KING 5, KIRO 7, KOMO 4
AM Radio: KIRO 710, KOMO, 1000
FM Radio: KBSG 97.3, KIRO 100.7, KJR 95.7, KLSY 92.5, KUBE 93.3

Special Notes:

All Pierce College rules and regulations apply to this course. The class schedule, assignments and syllabus are subject to change.