CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Graphic Communications

Date: 3/2/12

Ongoing changes as program eliminated emphases – design and production to just one track

Step 1 Reviewed change at division meeting.  

Step 2 Presented as informational item at Division Chair Meeting(s) and checked if it affects other departments. Like programs must meet with Division Chairs on all affected campuses (North Mankato and Faribault). Does not affect other programs.

Division Chair’s signature

Step 3 Instructional Dean reviewed and indicated need for Curriculum Committee approval.

Instructional Dean’s signature

Step 4 Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee. Minutes have been provided a couple of different times

Step 5 Curriculum Committee made recommendations (changes, additional approvals, etc.). If no, skip to Step 7.

Step 6 Committee’s recommendations completed. (Skip if not applicable.)

Step 7 Curriculum Committee approved.

Curriculum Committee Chair’s signature

Step 8 Minutes and necessary materials provided to VP of Academic Affairs.

Step 9 Vice President of Academic Affairs approved.

Vice President of Academic Affairs’ signature

Step 10 New Course Maximum Enrollment to Shared Governance.

Step 11 President’s approval for all changes requiring MnSCU approval.

President’s signature
Appendix B

New Course or Course Change Proposal Form

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>February 23, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Gale Bigbee</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>*New Course</td>
</tr>
<tr>
<td>Modify Course:</td>
<td>X</td>
</tr>
<tr>
<td>Delete Course:</td>
<td></td>
</tr>
<tr>
<td>Contact for the Course:</td>
<td>Gale Bigbee</td>
</tr>
<tr>
<td>Course Designator, Number and Title: (i.e.: ACCT 1800, Business Law):</td>
<td>GCC 2110 – Design and Illustration 1</td>
</tr>
<tr>
<td>Number of Credits:</td>
<td>4 credits – 1 lecture; 3 lab</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>GCC 1210 Drawing for Graphic Designers, GCC 1220 Graphic Software 2</td>
</tr>
<tr>
<td>Course Description:</td>
<td>Students will learn planning procedures for advanced design, illustration and production principles on the board and in the use of various softwares. Projects may include brochure, package and logo design, variable data layouts, and product photography planning. Color, preflight, output and live industry work will also be covered in this course. The advanced use of industry-used software will be essential in all assignments. Prerequisites: GCC 1210, GCC 1220.</td>
</tr>
<tr>
<td>Grading Method:</td>
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</tr>
<tr>
<td>Pass/Fail:</td>
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<tr>
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<td>Alternate Years</td>
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<td></td>
<td>On Demand</td>
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<td>Lab</td>
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<td></td>
<td>Lecture/Lab 1/3</td>
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<tr>
<td></td>
<td>Internship</td>
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<tr>
<td></td>
<td>Seminar</td>
</tr>
<tr>
<td>*Class Maximum:</td>
<td>(For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.</td>
</tr>
<tr>
<td>Faculty Name:</td>
<td>Kevin McLaughlin</td>
</tr>
<tr>
<td>Faculty Signature:</td>
<td></td>
</tr>
<tr>
<td>Class Max:</td>
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</tr>
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<tr>
<td>Dean's Name:</td>
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<td>Describe What is Changing/Being Added, and the Rationale:</td>
<td>Course competencies and outcomes have become more streamlined as part of the emphasis elimination</td>
<td></td>
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<td>What Impact Will This New Course or Change Have on Other Programs or Areas?</td>
<td>None</td>
<td></td>
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</tbody>
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Attach Common Course Outline to this Form.
Design and Illustration 1
Course Outcome Summary

Course Information
Organization: South Central College
Developers: Gale Bigbee
Development Date: 10/1/2011
Revised Date: 2/22/2012
Course Number: GCC 2110
Department: Graphic Communications
Potential Hours of Instruction: 112
Total Credits: 4

Description
Students will learn planning procedures for advanced design, illustration and production principles on the board and in the use of various softwares. Projects may include brochure, package and logo design, variable data layouts, and product photography planning. Color, preflight, output and live industry work will also be covered in this course. The advanced use of industry-used software will be essential in all assignments. Prerequisites: GCC 1210, GCC 1220.

Types of Instruction
Instruction Type | Contact Hours | Credits
--- | --- | ---
Lecture | 16 | 1
Lab | 96 | 3

Prerequisites
GCC 1210 Drawing for Graphic Designers
GCC 1220 Graphic Software 2

Exit Learning Outcomes
Core Abilities
A. Teamwork and problem-solving
B. Critical and creative thinking
C. Written and oral communication

Competencies
1. Demonstrate proper work habits.
   Learning Objectives
   a. Prepare assignments in a professional manner and in line with industry standards.
   b. Meet project and assignment deadlines.
2. Demonstrate project planning procedures.
   Learning Objectives
   a. Demonstrate the use of thumbnail sketches.
b. Demonstrate sketching techniques.
c. Demonstrate comprehensives/mock-ups.

3. **Demonstrate proper page design.**
   Learning Objectives
   a. Properly position/align text and rules of page design.
   b. Properly position/align photographs and graphics.
   c. Adhere to common rules of design.

4. **Demonstrate proficiency with industry-used software for design and illustration.**
   Learning Objectives
   a. Utilize page layout software.
   b. Utilize vector software.
   c. Utilize raster software.
   d. Manipulate files for proper resolution and format.

5. **Explain variable data layouts.**
   Learning Objectives
   a. Create simple database files.
   b. Prepare sketches for items that will swap out in a layout.
   c. Create necessary files for variable data layout.

6. **Utilize digital equipment.**
   Learning Objectives
   a. Manipulate digital camera settings to produce digital files.
   b. Upload digital files to manipulate within industry software.
   c. Utilize scanners and scanner settings for converting analog objects to digital files.

7. **Output files to various devices.**
   Learning Objectives
   a. Utilize print settings within softwares for proper print settings and output.
   b. Operate high-end output devices.
   c. Maintain printing equipment for optimal performance.

8. **Explain planning procedures for photo shoot.**
   Learning Objectives
   a. Describe designers role as a photo stylist.
   b. Prepare sketches of photo shoot goals for layout.
   c. Evaluate comprehensives for the photo shoot.

9. **Use industry software for Preflighting.**
   Learning Objectives
   a. Use various software preflight features.
   b. Generate report features to determine file integrity.
   c. Utilize workflow software to rasterize files for file integrity.
   d. Perform troubleshooting procedures of problem files.

10. **Prepare folder structure and appropriate naming conventions.**
    Learning Objectives
    a. Set-up and name files according to instructions.
    b. Prepare file with functional naming conventions.
    c. Store folders and files in various devices.
11. Communicate project outcomes with a vendor (printer).
   Learning Objectives
   a. Demonstrate knowledge of preparing files for service bureaus outputting.
   b. Explain and perform Preflight/File repair steps.
   c. Follow instructions to produce, modify or output files according to supplied criteria.

12. Explain various backup methods.
   Learning Objectives
   a. Use backup method to create backup/duplicate storage piece.
   b. Use file compression method for file transfer or storage.
   c. Explain various methods of file compression for backup purposes.
   d. Use backup method to restore files to a server location.
Appendix A

New Course or Course Change Proposal Form

Date of Proposal: 3/2/12

Author: Kevin McLaughlin

Proposal Type: New Course Modify Course Delete Course

Contact for the Course: Kevin McLaughlin

Course Designator, Number and Title: GCC2120 Portfolio 1 (i.e.: ACCT 1800, Business Law)

Number of Credits: 3

Prerequisites: GCC Graphic Software 2

Course Description: Design personal business logos and stationery ensembles which will include stationery, cover letters and resumes. Traditional portfolio page layouts will be designed and revised throughout the semester. Student work will be prepared for display in their portfolios. Prerequisites: GCC Graphic Software 2.

Grading Method: X Grade Pass/Fail

Scheduling: X Fall Spring Summer Alternate Years Variable On Demand

Instructional Type: Lecture Lab Lecture/Lab Internship Seminar

Is this Course Proposed as a General Education Course: Yes X No

If Yes, Which MnTC Area/Areas (http://www.mntransfer.org) Will it Fulfill? __________________________________________________________________________

Is This Course a Requirement/Elective for a Specific Program or Programs? X Yes No

If So, Which Program(s)? Graphic Communications

Describe What is Changing/Being Added, and the Rationale. Reducing from 3 portfolio courses to 2. Combining the information from the portfolio 1 and 2 courses.

What Impact Will This New Course or Change Have on Other Programs or Areas? This course will only impact the new Graphic Communications program.

Attach Common Course Outline to this Form. __________________________________________________________________________

________________________________________________________________________
GCC2120 Portfolio 1
Course Outcome Summary

Course Information
Organization: South Central College North Mankato
Developers: Kevin McLaughlin
Development Date: 9/20/2009
Revised Date: 2/20/2012
Course Number: GCC2120
Potential Hours of Instruction: 80
Total Credits: 3

Description
Students will design personal business logos and stationery ensembles which will include stationery, cover letters and resumes. Traditional portfolio page layouts will be designed and revised throughout the semester. Student work will be prepared for display in their portfolios. Prerequisites: GCC1220 Graphic Software 2.

Types of Instruction

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Contact Hours</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Lecture</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>Lab</td>
<td>64</td>
<td>2</td>
</tr>
</tbody>
</table>

Prerequisites
GCC1220 Graphic Software 2

Exit Learning Outcomes

Core Abilities
A. Foundations and skills for lifelong learning
B. Analysis and inquiry
C. Critical and creative thinking
D. Written and oral communications

Competencies
1. Research logo designs
   Learning Objectives
   a. Design personal vector black and white logo concepts
   b. Demonstrate typographic combinations-track/kern/leading etc.
   c. Evaluate black and white vector logo concepts
   d. Select and finalize black and white vector logo concepts
   e. Research logo color combinations
   f. Add color and effects to logo design
2. Research professional stationery
Learning Objectives
a. Coordinate the stationery with the selected logo design  
b. Demonstrate typographic combinations-track/kern/leading etc.  
c. Experiment with type and type combinations  
d. Design stationery ensembles  
e. Evaluate the stationery ensembles  
f. Finalize one stationery ensemble set

3. Research resume layouts
Learning Objectives
a. Review personal information for resume copy  
b. Research several examples of resume layouts  
c. Write and proof copy for resume layout

4. Design a resume
Learning Objectives
a. Design a traditional resume-use stationery as a starting point  
b. Demonstrate typographic combinations-track/kern/leading etc.  
c. Finalize resume layouts  
d. Evaluate resume layouts

5. Research possible employment sites
Learning Objectives
a. Research local sites  
b. Write reports on sites of interest (on your letterhead)  
c. Research outstate sites  
d. Present reports

6. Research cover letters
Learning Objectives
a. Research cover letter layouts-response-inquiry  
b. Finalize cover letter for one of the sites researched  
c. Evaluate letters

7. Describe types of portfolios
Learning Objectives
a. Describe traditional portfolios  
b. Research interactive portfolios  
c. Research traditional portfolios  
d. Purchase a portfolio

8. Plan layouts for a traditional portfolio
Learning Objectives
a. Describe traditional page layouts  
b. Demonstrate digital page layouts  
c. Design two page spreads  
d. Evaluate the page layouts  
e. Adjust page layouts

9. Prepare samples for the traditional portfolio page layouts
Learning Objectives
a. Prepare a project folder and sub-folders for prepared samples
b. Review samples for placement in the portfolio
c. Demonstrate digital sample preparation
Appendix A

New Course or Course Change Proposal Form

Date of Proposal: 3/2/12

Author: Kevin McLaughlin

Proposal Type: New Course  X  Modify Course  Delete Course

Contact for the Course: Kevin McLaughlin

Course Designator, Number and Title: GCC2150 Web Interactive Media 2 (i.e.: ACCT 1800, Business Law)

Number of Credits: 3

Prerequisites: Completion of GCC1250 Web/Interactive Media 1.

Course Description: Includes planning procedures and software skills learned in GCC1250 Web Interactive Media 1. Including layout and design and file preparation for web and interactive media. Projects will include development of student webfolios. Prerequisites: GCC1250 Web Interactive media 1.

Grading Method: X Grade  Pass/Fail

Scheduling: X Fall  Spring  Summer  Alternate Years  Variable  On Demand

Instructional Type: Lecture  Lab  X Lecture/Lab  Internship  Seminar

Is this Course Proposed as a General Education Course: Yes  X No

If Yes, Which MnTC Area/Areas (http://www.mntransfer.org) Will it Fulfill? 

Is This Course a Requirement/Elective for a Specific Program or Programs? X Yes  No

If So, Which Program(s)? Graphic Communications

Describe What is Changing/Being Added, and the Rationale. Streamlining the course. Reinforcing and expanding on material learned in GCC1250.

What Impact Will This New Course or Change Have on Other Programs or Areas? This course will only impact the Graphic Communications program.

Attach Common Course Outline to this Form.
Web/Interactive Media 2 GCC2150
Course Outcome Summary

Course Information
Organization: South Central College, North Mankato
Developers: Kevin McLaughlin
Development Date: 1/29/2009
Revised Date: 2/23/2012
Course Number: GCC2150
Potential Hours of Instruction: 80
Total Credits: 3

Description
Students will continue to use the planning procedures and software skills they learned in GCC1250 Web/Interactive Media 1. These planning procedures include layout and design, file preparation and file formatting for web and interactive media. Projects will include web promotional presentations and development of student webfolios. The importance of file naming conventions and filing systems will be emphasized. Prerequisites: completion of GCC1250 Web/Interactive Media 1.

Types of Instruction

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</tr>
</tbody>
</table>

Prerequisites
Completion of GCC1250 Web/Interactive Media 1.

Exit Learning Outcomes
Core Abilities
A. Foundations and skills for lifelong learning
B. Analysis and inquiry
C. Critical and creative thinking
D. Written and oral communications

Competencies
1. Describe file management
   Learning Objectives
   a. Describe file management
   b. Describe naming conventions
   c. Create a project folder
   d. Create a source folder for working files
   e. Create a document root/project folders
2. Review web and interactive media planning procedures
Learning Objectives
a. Describe thumbnail sketches-preliminary planning procedures
b. Describe flow charts
c. Describe wireframe layouts
d. Describe storyboards-research storyboard sites
e. Design student project using thumbnail sketches and storyboards
f. Assign student interactive project

3. Review the interactive software work space layout
   Learning Objectives
   a. Review the timeline
   b. Review the stage
   c. Review the properties and library panels

4. Review adding interactivity
   Learning Objectives
   a. Demonstrate making a movie clip symbol
   b. Test the movie clip
c. Demonstrate making a button
d. Describe button states
e. Demonstrate making a graphic symbol
f. Animate the graphic symbol
g. Observe the symbols in the library

5. Review interactivity and action script
   Learning Objectives
   a. Demonstrate adding action script to a button
   b. Add action script though the menu or the properties palette arrow
c. Select the action script using script assist
d. Review and test interactivity in 2.0 action script
e. Review and test interactivity in 3.0 action script

6. Review file formats for web and interactive media
   Learning Objectives
   a. Describe vector based file formats
   b. Describe pixel based file formats
c. Describe color modes
d. Describe file resolution size

7. Review the process of preparing graphic files for web and interactive media
   Learning Objectives
   a. Describe types of file formats and their use in interactive and web production
   b. Demonstrate optimizing files
c. Perform file optimization
d. Import optimized files into interactive and web applications

8. Review site definition
   Learning Objectives
   a. Create a project folder
   b. Describe project sub-folders
c. Create sub-folders within the project folder
d. Demonstrate defining a new site in the web software
e. Prepare files for importing into the web software
f. Prepare html pages through the files panel in the web software
g. View and edit web pages in the code view
h. Preview html pages in a browser

9. Review the web software work space layout
   Learning Objectives
   a. Review opening a new web page
   b. Review the code and design views
   c. Describe Image Tag Accessibility Attributes
d. Review the browser preview setting
e. Review the files panel

10. Describe style sheets
    Learning Objectives
    a. Prepare an html document using an internal style sheet
    b. Modify the document with the style sheet
c. Using page properties apply styles to the tutorial
d. Preview in a browser
e. Export internal style sheet to an external styles sheet-save into the assets file

11. Describe interactive capabilities of other applications
    Learning Objectives
    a. Describe other interactive/web capable applications
    b. Describe cloud interactive/web applications
c. Experiment with alternative applications

12. Describe content management systems
    Learning Objectives
    a. Review alternative web editing software
    b. Plan a simple web site
c. Prepare files for the simple web site
d. Prepare project folder and all appropriate sub folders
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: March 7, 2012

Author: Gale Bigbee

Proposal Type: New Course Modify Course X Delete Course

Contact for the Course: Gale Bigbee

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
GCC 2161 Production Work Flow I

Number of Credits: 3 credits – 1 lecture; 2 lab
Prerequisites: GCC 1220 Graphic Software 2 and GCC 1260 Printing Processes

Course Description: This course is designed to introduce the Graphic Communications student to the workplace through tours, live projects, and special topics. Students will tour various local graphics industries that offer different methods of graphic communications (i.e. screen printing, web page building, pad printing, offset lithography, newspapers, television production, multimedia, etc.) Students will also perform production tasks of design work of the student and/or live work of a customer within the college or non-profit entities within the community. These hands-on projects will incorporate all phases of graphic communications from design to workflow to production and finishing. Emerging technology and topics will also be discussed and researched as part of this course. Prerequisites: GCC 1220 Graphic Software 2 and GCC 1260 Printing Processes.

Grading Method: Grade X Pass/Fail X

Scheduling: Fall X Spring Summer Alternate Years Variable On Demand

Instructional Type: Lecture Lab Lecture/Lab 1/2 Internship Seminar

*Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

Faculty Name Faculty Signature Class Max Date
Kevin McLaughlin 28 Feb. 23, 2012
Gale Bigbee 28 Feb. 23, 2012

Dean's Name Dean's Signature Date

If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the right button of the mouse, select insert and then select insert rows below to add rows to the table.

Is this Course Proposed as a Liberal Arts Course: Yes No X

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs? Yes X No

If Yes, Which Program(s)? Graphic Communications

Describe What is Changing/Being Added, and the Rationale: Course competencies and outcomes have become more streamlined as part of the emphasis elimination; credits changed from 2 credits to 3 credits

What Impact Will This New Course or Change Have on Other Programs or Areas? None

Attach Common Course Outline to this Form.
Production Work Flow 1
Course Outcome Summary

Course Information
Organization: South Central College
Developers: Gale Bigbee
Development Date: 10/1/2011
Course Number: GCC 2161
Department: Graphic Communications
Potential Hours of Instruction: 80
Total Credits: 3

Description
This course is designed to introduce the Graphic Communications student to the workplace through tours, live projects, and special topics. Students will tour various local graphics industries that offer different methods of graphic communications (i.e. screen printing, web page building, pad printing, offset lithography, newspapers, television production, multimedia, etc.) Students will also perform production tasks of design work of the student and/or live work of a customer within the college or non-profit entities within the community. These hands-on projects will incorporate all phases of graphic communications from design to workflow to production and finishing. Emerging technology and topics will also be discussed and researched as part of this course. Prerequisites: GCC 1220 Graphic Software 2 and GCC 1260 Printing Processes.

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Prerequisites
GCC 1220 Graphic Software 2
GCC 1260 Printing Processes

Exit Learning Outcomes

Core Abilities
A. Civic knowledge and engagement - local and global
B. Foundations and skills for lifelong learning
C. Teamwork and problem-solving
D. Critical and creative thinking

Competencies
1. Tour graphic communications facilities
   Learning Objectives
   a. Observe the various tasks and functions within the industry
   b. Outline and report on findings from various tours
c. Differentiate various workflows within Graphic Communications facilities

2. **Explain workflows within the industry**
   **Learning Objectives**
   a. Explain necessary steps and how a job flows from concept to finished piece
   b. Diagram the various workflows of various projects using GANTT and PERT charts
   c. Utilize equipment to manage the workflow of data
   d. Troubleshoot workflow issues

3. **Explain various substrates and inks within the industry**
   **Learning Objectives**
   a. Research various substrates and their use within the industry
   b. Research various inks and their use within the industry
   c. Output files onto various substrates
   d. Troubleshoot potential problems when working with various substrates and inks

4. **Demonstrate proficiency with various file formats**
   **Learning Objectives**
   a. Differentiate among various file formats and the purpose they serve
   b. Develop proficiency with Acrobat and Distiller
   c. Manipulate various file format settings to control the file creation
   d. Repurpose job files for various digital devices

5. **Explain the purpose of Preflighting**
   **Learning Objectives**
   a. Research industry preflight departments
   b. Use various software tools to preflight files
   c. Fix problem files with various software tools and applications
   d. Implement a process for preflighting files

6. **Perform proofing and plating outputs**
   **Learning Objectives**
   a. Create various files for outputting
   b. Perform file management functions on servers and within workflow software
   c. Operate color-proofing and plating devices
   d. Develop troubleshooting skills as problems arise

7. **Operate printing equipment**
   **Learning Objectives**
   a. Perform offset press operation
   b. Perform screen printing processes
   c. Operate other printing devices within lab

8. **Operate finishing equipment**
   **Learning Objectives**
   a. Determine necessary cuts for paper
   b. Set-up and operate paper cutter
   c. Set-up other finishing equipment according to various projects

9. **Maintain equipment within the lab**
    **Learning Objectives**
    a. Explain the importance of calibrating and maintaining equipment
b. Perform necessary maintenance of various devices
c. Perform calibration of various devices
d. Track maintenance of various devices

10. **Utilize various networks and storage devices for saving digital files**

   **Learning Objectives**
   a. Demonstrate organizational skills of storing electronic data
   b. Save files and supporting material as instructed

11. **Demonstrate industry-related work ethics and habits**

   **Learning Objectives**
   a. Maintain clean work area and be responsible for weekly cleaning assignments
   b. Recycle consumables when applicable
   c. Develop ethical habits for working in a digital environment

12. **Research costs involved within the industry**

   **Learning Objectives**
   a. Determine labor, material, overhead and hidden costs within the industry
   b. Assemble various costs within the various aspects of the industry
   c. Prepare final estimate of various projects within the industry

13. **Research emerging trends and technology within the industry.**

   **Learning Objectives**
   a. Explain terms and processes as they related to the Graphic Communications industry
   b. Research industry websites and journals for emerging technology and trends
   c. Report on emerging trends and technology
   d. Develop lifelong learning skills and strategies

14. **Study additional areas of Graphic Communications**

   **Learning Objectives**
   a. Study plant layout and why it’s important to the production process
   b. Study business and production flow of a job and their relationship to one another
   c. Study marketing and its importance to Graphic Communications
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: February 23, 2012

Author: Gale Bigbee

Proposal Type: *New Course  Modify Course X  Delete Course

Contact for the Course: Gale Bigbee

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
GCC 2210 – Design and Illustration 2

Number of Credits: 4 credits – 1 lecture; 3 lab

Prerequisites: GCC 2110 Design and Illustration 1 with a C- or better.

Course Description: This course is a continuation of GCC 2110 - Design and Illustration 1. Students will work in a hands-on atmosphere with higher-level projects such as packaging layouts, multi-page layouts and large format printing. The advanced use of industry-used software will be essential in all assignments. Prerequisites: GCC 2110 Design and Illustration 1 with a C- or better.

Grading Method: Grade X  Pass/Fail X

Scheduling: Fall  Spring X  Summer  Alternate Years  Variable  On Demand

Instructional Type: Lecture  Lab  Lecture/Lab 1/3  Internship  Seminar

*Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

Faculty Name  Faculty Signature  Class Max  Date
Kevin McLaughlin 28  Feb. 23, 2012
Gale Bigbee 28  Feb. 23, 2012

Dean's Name  Dean's Signature  Date

If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the right button of the mouse, select insert and then select insert rows below to add rows to the table.

Is this Course Proposed as a Liberal Arts Course: Yes  No X

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs? Yes X  No

If Yes, Which Program(s)? Graphic Communications

Describe What is Changing/Being Added, and the Rationale:

Course competencies and outcomes have become more streamlined as part of the emphasis elimination

What Impact Will This New Course or Change Have on Other Programs or Areas? None

Attach Common Course Outline to this Form.
Design and Illustration 2
Course Outcome Summary

Course Information
Organization   South Central College
Developers      Gale Bigbee
Development Date 10/1/2011
Revised Date    2/22/2012
Course Number   GCC 2210
Department      Graphic Communications
Potential Hours of Instruction  112
Total Credits   4

Description
This course is a continuation of GCC 2110 - Design and Illustration 1. Students will work in a hands-on atmosphere with higher-level projects such as packaging layouts, multi-page layouts and large format printing. The advanced use of industry-used software will be essential in all assignments. Prerequisites: GCC 2110 with a C- or better.

Types of instruction

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Contact Hours</th>
<th>Credits</th>
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<tr>
<td>Lab</td>
<td>96</td>
<td>3</td>
</tr>
</tbody>
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Prerequisites
GCC 2110 Design and Illustration 1 with a C- or better

Exit Learning Outcomes

Core Abilities
A. Teamwork and problem-solving
B. Critical and creative thinking
C. Written and oral communication

Competencies

1. Demonstrate proper work habits.
   Learning Objectives
   a. Prepare assignments in a professional manner and in line with industry standards.
   b. Meet project and assignment deadlines.

2. Demonstrate proficiency with project planning procedures.
   Learning Objectives
   a. Prepare thumbnail sketches.
   b. Sketch layouts and type.
   c. Prepare comprehensives/mock-ups.
3. Demonstrate advanced ideation and techniques for page design.
   Learning Objectives
   a. Demonstrate advanced techniques with various layouts.
   b. Manipulate type and graphics while observing underlying design principles.

4. Demonstrate mastery of industry-used software.
   Learning Objectives
   a. Utilize advanced tools and features for page layout software.
   b. Utilize advanced tools and features within vector software.
   c. Utilize advanced tools and features within raster software.
   d. Optimize necessary files for various usages.

5. Perform variable data layouts.
   Learning Objectives
   a. Create database files with multiple fields.
   b. Plan and create sketches for variable items.
   c. Prepare necessary files for variable data layout.

6. Utilize digital equipment.
   Learning Objectives
   a. Manipulate digital camera settings to produce digital files.
   b. Upload digital files to manipulate within industry software.
   c. Utilize scanners and scanner settings for converting analog objects to digital files.

7. Output files to various devices.
   Learning Objectives
   a. Utilize print settings within softwares for proper print settings and output.
   b. Operate high-end output devices.
   c. Maintain printing equipment for optimal performance.

8. Prepare comprehensive and shoot in-house photo mock-up.
   Learning Objectives
   a. Gather props for photo shoot.
   b. Prepare the product for photo shoot.
   c. Set-up the photo with acetate guide and shoot.

   Learning Objectives
   a. Gather props and product for photo shoot.
   b. Set-up shot in photo studio.
   c. Review photo shoot with photographer.
   d. Adjust photo shoot as necessary.

10. Use industry software for Preflighting.
    Learning Objectives
    a. Use various software preflight features.
    b. Generate report features to determine file integrity.
    c. Utilize workflow software to rasterize files for file integrity.

11. Prepare folder structure and appropriate naming conventions.
    Learning Objectives
    a. Set-up and name files according to instructions.
b. Prepare file with functional naming conventions.
c. Store folders and files in various devices.

12. **Communicate project outcomes with a vendor (printer).**
   
   **Learning Objectives**
   
   a. Demonstrate knowledge of preparing files for service bureaus outputting.
   b. Explain and perform Preflight/File repair steps.
   c. Follow instructions to produce, modify or output files according to supplied criteria.

13. **Explain various backup methods.**
   
   **Learning Objectives**
   
   a. Use backup method to create backup/duplicate storage piece.
   b. Use file compression method for file transfer or storage.
   c. Explain various methods of file compression for backup purposes.
   d. Use backup method to restore files to a server location.
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: March 7, 2012

Author: Gale Bigbee

Proposal Type: *New Course  Modify Course  X  Delete Course

Contact for the Course: Gale Bigbee

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
GCC <2261> Production Work Flow 2

Number of Credits: 3 credits – 1 lecture; 2 lab

Prerequisites: GCC 2161 Production Work Flow 1 with a C- or better.

Course Description: This course is a continuation of GCC2160 - Production Work Flow 1. Students will work on live projects for customers within the college and for other non-profit entities within the community. These hands-on projects will incorporate all phases of graphic communications from design to workflow to production to finishing. This course explores emerging technologies within Graphic Communications and how these technologies impact our lives. Prerequisites: GCC 2161 Production Work Flow 1 with a C- or better.

Grading Method: X  Pass/Fail

Scheduling: Fall  Spring  X  Summer  Alternate Years  Variable  On Demand

Instructional Type: Lecture  Lab  Lecture/Lab  1/2  Internship  Seminar

*Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

Faculty Name  Faculty Signature  Class Max  Date

Kevin McLaughlin  28  Feb. 23, 2012

Gale Bigbee  28  Feb. 23, 2012

Dean's Name  Dean's Signature  Date

If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the right button of the mouse, select Insert and then select Insert rows below to add rows to the table.

Is this Course Proposed as a Liberal Arts Course:  Yes  No  X

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs?  Yes  X  No

If Yes, Which Program(s)? Graphic Communications

Describe What is Changing/Being Added, and the Rationale: Course competencies and outcomes have become more streamlined as part of the emphasis elimination; credits changed from 2 credits to 3 credits

What Impact Will This New Course or Change Have on Other Programs or Areas? None

Attach Common Course Outline to this Form.
Production Work Flow 2
Course Outcome Summary

Course Information
Organization: South Central College
Developers: Gale Bigbee
Development Date: 10/1/2011
Course Number: GCC 2261
Department: Graphic Communications
Potential Hours of Instruction: 80
Total Credits: 3

Description
This course is a continuation of GCC2161 - Production Work Flow 1. Students will work on live projects for customers within the college and for other non-profit entities within the community. These hands-on projects will incorporate all phases of graphic communications from design to workflow to production to finishing. This course explores emerging technologies within Graphic Communications and how these technologies impact our lives. Prerequisites: GCC 2161 Production Work Flow 1 with a C- or better.

Types of Instruction
<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>Lab</td>
<td>64</td>
<td>2</td>
</tr>
</tbody>
</table>

Prerequisites
GCC 2161 Production Work Flow 1 with a C- or better

Exit Learning Outcomes

Core Abilities
A. Civic knowledge and engagement - local and global
B. Foundations and skills for lifelong learning
C. Teamwork and problem-solving
D. Critical and creative thinking

Competencies
1. Tour graphic communications facilities.
   Learning Objectives
   a. Explain and differentiate among the various tasks and functions within the industry.
   b. Report on findings from various tours.
   c. Seek employment opportunities while visiting various businesses.
2. Demonstrate proficiency with industry-used software for various layouts.
   Learning Objectives
a. Utilize and manipulate page layout software.
b. Utilize and manipulate vector graphic software.
c. Utilize and manipulate raster graphic software.

3. **Repurpose files for cross-media applications.**
   **Learning Objectives**
   a. Maintain hi-res graphical file format structure.
   b. Create lo-res graphical file format structures.
   c. Edit objects and text within various file format structures.
   d. Troubleshoot potential problems when manipulating files for various devices.

4. **Demonstrate proficiency with various file formats.**
   **Learning Objectives**
   a. Differentiate among various file formats and the purpose they serve.
   b. Develop proficiency with Acrobat and Distiller.
   c. Manipulate various file format settings to control the file creation.

5. **Implement a process for Preflighting.**
   **Learning Objectives**
   a. Preflight files to check for file integrity.
   b. Communicate potential file issues and problems.
   c. Fix problem files with various software tools and applications.

6. **Utilize workflow software for file management.**
   **Learning Objectives**
   a. Create various files for outputting.
   b. Prepare signature layouts within workflow software.
   c. Operate color-proofing and plating devices.
   d. Troubleshoot file issues as they arise.
   e. Fix problem files within the workflow software.

7. **Operate printing equipment.**
   **Learning Objectives**
   a. Perform offset press operation.
   b. Perform screen printing processes.
   c. Perform large format printing.
   d. Operate other printing devices within lab.

8. **Operate finishing equipment.**
   **Learning Objectives**
   a. Determine necessary cuts for paper.
   b. Set-up and operate paper cutter.
   c. Set-up other finishing equipment according to various projects.

9. **Maintain equipment within the lab.**
   **Learning Objectives**
   a. Perform necessary maintenance of various devices.
   b. Perform calibration of various devices.
   c. Track maintenance of various devices.

10. **Utilize various networks and storage devices for saving digital files.**
    **Learning Objectives**
a. Demonstrate organizational skills of storing electronic data.
b. Save files and supporting material as instructed.

11. **Demonstrate industry-related work ethics and habits.**

   **Learning Objectives**
   a. Maintain clean work area and be responsible for weekly cleaning assignments.
   b. Recycle consumables when applicable.
   c. Develop ethical habits for working in a digital environment.

12. **Research emerging trends and technology within the industry.**

   **Learning Objectives**
   a. Research industry websites and journals for emerging technology and trends.
   c. Develop lifelong learning skills and strategies.
## Appendix B

**New Course or Course Change Proposal Form**

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>March 7, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author:</strong></td>
<td>Gale Bigbee</td>
</tr>
</tbody>
</table>

**Proposal Type:**
- [ ] New Course
- X Modify Course
- [ ] Delete Course

**Contact for the Course:**
- Gale Bigbee

**Course Designator, Number and Title:** (i.e.: ACCT 1800, Business Law):
- GCC 2275 Special Problems

**Number of Credits:**
- 1-4 credits, – 1-4 lab

**Prerequisites:**
- GCC 1220 Graphic Software 2 and GCC 1250 Web/Interactive Media 1 with a C- or better OR advisor approval.

**Course Description:**
The student will propose and produce a project in their area of interest. Prerequisites: GCC 1220 Graphic Software 2 and GCC 1250 Web/Interactive Media 1 with a C- or better OR advisor approval.

**Grading Method:**
- [ ] Grade
- X Pass/Fail

**Scheduling:**
- Fall X
- Spring X
- Summer
- Alternate Years
- Variable
- On Demand

**Instructional Type:**
- Lecture
- Lab X
- Lecture/Lab
- Internship
- Seminar

**Faculty Name:**
- Kevin McLaughlin
- Gale Bigbee

**Faculty Signature:**
- 28
- 28

**Class Max**
- Feb. 23, 2012
- Feb. 23, 2012

**Dean's Name**
- Dean's Signature

**Date**
- Feb. 23, 2012
- Feb. 23, 2012

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*If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the right button of the mouse, select insert and then select insert rows below to add rows to the table.*

- **Is this Course Proposed as a Liberal Arts Course:**
  - Yes
  - No
  - X

- **If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?**

- **Is This Course a Requirement/Elective for a Specific Program or Programs?**
  - Yes
  - X
  - No

- **If Yes, Which Program(s)?**
  - Graphic Communications

- **Describe What is Changing/Being Added, and the Rationale:**
  - Course was a GCP code, now will be a GCC code; variable credits went from 1-3 to 1-4

- **What Impact Will This New Course or Change Have on Other Programs or Areas?**
  - None

> Attach Common Course Outline to this Form.
Special Problems
Course Outcome Summary

Course Information
Organization South Central College
Developers Gale Bigbee
Development Date 9/24/2010
Revised Date 3/7/2012
Course Number GCC 2275
Department Graphic Communications
Potential Hours of Instruction 128
Total Credits 4

Description
The student will propose and produce a project in their area of interest. Prerequisites: GCC 1220 Graphic Software 2 and GCC 1250 Web/Interactive Media 1 with a C- or better OR advisor approval.

Types of Instruction

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab (variable credits 1-4; each credit is 32 contact hours for students)</td>
<td>128</td>
<td>4</td>
</tr>
</tbody>
</table>

Prerequisites
GCC 1220 Graphic Software 2 and GCC 1250 Web/Interactive Media 1 with a C- or better OR advisor approval.

Exit Learning Outcomes
Core Abilities
A. Foundations and skills for lifelong learning
B. Analysis and inquiry
C. Critical and creative thinking
D. Written and oral communication

Competencies
1. Write Special Problems proposal.
   Learning Objectives
   a. Prepare Special Problems proposal
   b. Explain project criteria for the project
2. Present Special Problems proposal.
   Learning Objectives
   a. Present project proposal to instructor
   b. Modify the project if necessary
3. Evaluate Special Problems proposal.
   Learning Objectives
   a. Develop project timeline for completion
   b. Set concrete goals for project completion

4. Prepare appropriate folder structure.
   Learning Objectives
   a. Set-up folders as per industry-accepted guidelines
   b. Name folders as per industry-accepted guidelines

5. Apply appropriate naming convention to files.
   Learning Objectives
   a. Name files according to industry-accepted guidelines
   b. Use appropriate file formats for graphical files

6. Prepare Special Problems design material.
   Learning Objectives
   a. Create sketches of project
   b. Utilize industry-software for project

7. Prepare Special Problems prepress function.
   Learning Objectives
   a. Create necessary files for workflow processes
   b. Operate workflow software and equipment

8. Prepare Special Problems printing operation.
   Learning Objectives
   a. Perform necessary proofing outputs for printing
   b. Operate various output devices for project
   c. Perform necessary maintenance and upkeep on equipment

   Learning Objectives
   a. Plan the necessary finishing operations of project
   b. Perform finishing operations of project

10. Evaluate Special Problems mid semester.
    Learning Objectives
    a. Seek input from faculty throughout process of project
    b. Seek input from peers throughout process of project

11. Produce Special Problems project independently.
    Learning Objectives
    a. Refine and adjust project based on recommendations
    b. Modify and finalize the project

12. Evaluate Special Problems project
    Learning Objectives
    a. Perform a self evaluation of the project based on various rubrics
    b. Communicate the Special Problem process for final evaluation with faculty.
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: March 7, 2012

Author: Gale Bigbee

Proposal Type: *New Course  Modify Course  X  Delete Course
Contact for the Course: Gale Bigbee

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
**GCC 2290** Graphic Communications Internship

Number of Credits: 1-3 credits, – 1-3 internship
Prerequisites: GCC 1210 Drawing for Graphic Designers; GCC 1220 Graphic Software 2; GCC 1250 Web/Interactive Media 1; and GCC 1260 Printing Processes with a C- or better; OR advisor approval.

Course Description This course is designed to provide the student with a purposeful occupational experience in the Graphic Communications field. Each internship is an individualized experience. A plan is created for each student in conjunction with the training site to provide experience related to the skills and knowledge acquired in the program. This plan is based on the college's and the program's core competencies. One credit of Internship is equal to 40 hours. Prerequisites: GCC 1210 Drawing for Graphic Designers; GCC 1220 Graphic Software 2; GCC 1250 Web/Interactive Media 1; and GCC 1260 Printing Processes with a C- or better; OR advisor approval.

Grading Method: Grade  X  Pass/Fail  X
Scheduling: Fall  X  Spring  X  Summer  X  Alternate Years  Variable  On Demand
Instructional Type: Lecture  Lab  Lecture/Lab  Internship  X  Seminar

*Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

**Faculty Name**  **Faculty Signature**  **Class Max**  **Date**
Kevin McLaughlin  X  28  Feb. 23, 2012
Gale Bigbee  X  28  Feb. 23, 2012

Dean's Name  Dean's Signature  Date

*If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the right button of the mouse, select insert and then select insert rows below to add rows to the table.*

Is this Course Proposed as a Liberal Arts Course:  Yes  No  X

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs:  Yes  X  No

If Yes, Which Program(s)? Graphic Communications

Describe What is Changing/Being Added, and the Rationale: Course was a GCP code, now will be a GCC code

What Impact Will This New Course or Change Have on Other Programs or Areas? None

* Attach Common Course Outline to this Form.
Graphic Communications Internship
Course Outcome Summary

Course Information
Organization South Central College
Developers Gale Bigbee
Development Date 9/24/2010
Revised Date 3/7/2012
Course Number GCC 2290
Department Graphic Communications
Potential Hours of Instruction 144
Total Credits 3

Description
This course is designed to provide the student with a purposeful occupational experience in the Graphic Communications field. Each internship is an individualized experience. A plan is created for each student in conjunction with the training site to provide experience related to the skills and knowledge acquired in the program. This plan is based on the college’s and the program’s core competencies. One credit of Internship is equal to 48 hours. Prerequisites: GCC 1210 Drawing for Graphic Designers; GCC 1220 Graphic Software 2; GCC 1250 Web/Interactive Media 1; and GCC 1260 Printing Processes with a C- or better; OR advisor approval.

Types of Instruction

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<th>Instruction Type</th>
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<td>3</td>
</tr>
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</table>

Prerequisites
GCC 1210 Drawing for Graphic Designers; GCC 1220 Graphic Software 2; GCC 1250 Web/Interactive Media 1; and GCC 1260 Printing Processes with a C- or better; OR advisor approval.

Exit Learning Outcomes

Core Abilities
A. Foundations and skills for lifelong learning
B. Teamwork and problem-solving
C. Analysis and inquiry
D. Written and oral communication

Competencies
1. Develop a foundation of work knowledge
   Learning Objectives
   a. Demonstrate proficiency in all phases of work
   b. Demonstrate proficiency in work-related tasks
2. Develop a foundation of work quality  
   **Learning Objectives**  
   a. Perform work tasks with accuracy  
   b. Perform work tasks with neatness  
   c. Complete the practical application of instruction to work situations

3. Develop a foundation of work quantity  
   **Learning Objectives**  
   a. Manage time in alignment with the amount of work done in relation to the amount given  
   b. Perform a predetermined amount of work expected in a reasonable time frame

4. Develop a foundation of work attitudes  
   **Learning Objectives**  
   a. Cooperate with customers, coworkers and managers  
   b. Develop positive relationships with customers and coworkers  
   c. Develop tolerance, stability, dependability, flexibility and attitude toward direction or instruction

5. Develop a foundation of work habits  
   **Learning Objectives**  
   a. Demonstrate punctuality while on the job  
   b. Perform work with professional quality  
   c. Demonstrate the care of business property  
   d. Demonstrate a clean personal appearance

6. Develop work-related goals as established by the internship site, the intern and the internship coordinator.  
   **Learning Objectives**  
   a. Write proposal of work and tasks to be completed by intern  
   b. Perform duties as outlined on proposal  
   c. Complete necessary paperwork

7. Participate in final evaluation of work performed at internship site  
   **Learning Objectives**  
   a. Review work completed during the internship  
   b. Self evaluate the work and performance while completing the internship

8. Enhance personal, social and ethical responsibility  
   **Learning Objectives**  
   a. Demonstrate civic knowledge and engagement  
   b. Demonstrate intercultural knowledge and competence  
   c. Perform ethical reasoning and action  
   d. Develop foundation and skills for lifelong learning

9. Enhance intellectual and practical skills  
   **Learning Objectives**  
   a. Demonstrate teamwork and problem-solving skills  
   b. Analyze and inquire information  
   c. Perform critical and creative thinking  
   d. Demonstrate written and oral communication skills