

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

ARTC 518

COURSE TITLE

COMMERCIAL PRINTING OPERATIONS

TYPE OF COURSE

NON FEE

VOCATIONAL

CATALOG COURSE DESCRIPTION

An open entry/open-exit modular course preparing individuals for entry-level employment in the graphics industry as a small press operator, large press feeder, bookletmaker operator, cutter operator, folder operator, platemaker/CTP, proofer, or small bindery machine operator, with supportive skills in prepress operations. Students work in a real-world environment. Safety procedures, stocks and materials, bidding and estimating, work orders, use of layout tools, platemaking/CTP, and basic computer literacy, are all part of the course. Students prepare a portfolio of completed assignments. (FT)

LECTURE HOURS

220

LABORATORY HOURS

500

ADVISORIES

NONE

RECOMMENDED SKILL LEVEL

Sixth grade reading level, sixth grade general math level and the ability to communicate effectively in the English language.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

To provide instruction in the operational theory of and production for the graphics industry, to develop problem-solving techniques in order to diagnose various production problems, to enhance the student's reading, writing, math and computation skills so that they may interact successfully with employers and customers, to provide work experience in a simulated work environment representative of those encountered in the graphics industry of today. This experience will include instruction in common business practices, ethics, and integrity. Students who successfully complete the course will be qualified for entry-level positions in the graphics industry.

COURSE OBJECTIVES

Students will demonstrate through practical applications, written and oral communication skills their ability to:

1. Apply safety standards to operate computer and related output devices, printing equipment, bindery equipment and pass a shop safety test with a score of 100%.
2. Demonstrate basic knowledge of the printing field by knowing significant events in the history of printing, filling out a job ticket, naming the pieces of printing equipment in our shop and their purposes, filling out an employment application, knowing the important points of the copyright law and printers trade customs, and visiting printing/bindery shops or a printing trade show.
3. Demonstrate ability to prepare materials for the production of single/multiple color and process color, including the basic knowledge of digital files and copy, the setup and adjustment of halftones and screen tints, simple design, the principles of typography, the use of clip art, proof reading, planning for the use of color, scaling reduction and enlargements, and the use of the printer's line gauge.
4. Demonstrate proper use of computer components, disks, printers and scanners for the creation of electronic files, and basic understanding of the QuarkXPress document layout programs in order to make minor corrections and output plates.
5. Demonstrate competence in mixing and disposal of processing chemicals and their use for processing film and vinyl plates; set up and operate the imagesetter to produce film for assembly; use of the contact vacuum frame.
6. Demonstrate competence in the ability to strip and plate one and two color jobs and process color jobs, use masking/stripping tools, demonstrate knowledge of the exposure, development and preservation of plates, operate and set-up a vacuum frame, light

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source, and integrator, handle and opaque negatives, and demonstrate methods of step and repeat and multiple burned plates.

7. Demonstrate the ability to operate offset duplicators, explain the fundamentals of offset lithography, and the different types of plates and inks, mix and use press chemicals, use inks; and press set-up, operation and basic maintenance. Students will complete stated basic tasks on the A.B. Dick 360 and 9810 and 9850 presses with "T" heads, and the Ryobi 3200CD and 3200MCD presses, using various dampening systems.
8. Demonstrate the ability to handle, store, and cut various sizes and types of paper, determine stock calculation and paper pricing.
9. Basic understanding of operation of post-press equipment including the power: paper cutter, folder, paper drill, stitcher, bookletmaker with collating towers and jogger.

SECTION II

COURSE CONTENT AND SCOPE

UNIT I OPERATING PROCEDURES AND SAFETY

Math review for this unit will cover the following areas: addition, subtraction, multiplication and division of whole numbers, fractions and decimals

MODULE I 60 Hrs

PROCEDURES AND SAFETY

1. Graphic Arts Procedures (20 Hrs)
 - 1.1. Demonstrate use and meaning of job tickets
 - 1.2. Bidding and estimating job cost using a chart system and software
 - 1.3. Use general graphic arts procedures
 - 1.4. Demonstrate understanding of job workflow
 - 1.5. Demonstrate understanding of the various parts of a job
 - 1.6. Name the pieces of printing equipment in our shop and their purposes
2. Lab Safety - Safety Plan (20 Hrs)
 - 2.1. Be able to apply general shop safety
 - 2.2. 100% correct completion of lab safety exam
 - 2.3. Develop an understanding of the use, storage and removal of hazardous waste
 - 2.4. Identify and correctly state the components of material safety data sheets
 - 2.5. Identify and correctly state the components of safety charts
 - 2.6. Demonstrate the appropriate use of waste ink and flammable liquid storage containers
3. Graphic Arts Industry Knowledge (20 Hrs)
 - 3.1. Show the use of common printing term abbreviations
 - 3.2. State the important points of the copyright law and printers trade customs
 - 3.3. Tour printing, bindery shops, prepress service bureaus and printing trade show
 - 3.4. Identify the significant events in the history of printing
 - 3.5. Fill out an employment application

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COURSE CONTENT AND SCOPE (CONTINUED)

UNIT II PRE-PRESS OPERATIONS

Math review for this unit will cover the following areas: addition, subtraction, multiplication and division of whole numbers, fractions and decimals

MODULE II 30 Hrs

PRE-PRESS OPERATIONS

- 1. Layout Tools and Light Table (10 Hrs)
 - 1.1. Layout for stripping
 - 1.1.1. Single
 - 1.1.2. Multiple
 - 1.1.3. Work and turn
 - 1.1.4. Work and tumble
 - 1.1.5. Step and repeat jobs
 - 1.2. Use of light table
 - 1.3. Demonstrate care and cleaning of light tables
- 2. Layout and Design (20 Hrs)
 - 2.1. Describe and explain the use, care and maintenance of
 - 2.1.1. Registration marks
 - 2.1.2. Registration guides
 - 2.1.3. Overlays
 - 2.1.4. Line drawings
 - 2.1.5. Continuous tones
 - 2.1.6. Halftones
 - 2.1.7. Screen tints
 - 2.1.8. Rubylith
 - 2.1.9. Line screen
 - 2.1.10. Blue lines
 - 2.1.11. Computer generated type
 - 2.1.12. Headlines
 - 2.1.13. Gutters
 - 2.1.14. Bleeding
 - 2.1.15. Interior margins
 - 2.1.16. Body copy
 - 2.1.17. Measuring units
 - 2.1.17.1. Points-picas-leaders
 - 2.1.17.2. Ruler-spacing-quading

UNIT III COMPUTER LITERACY

Math review for this unit will cover the following areas: addition, subtraction, multiplication and division of whole numbers, fractions and decimals, measurement in points and picas, leading and sizing

COURSE CONTENT AND SCOPE (CONTINUED)

MODULE III

5 Hrs

COMPUTER LITERACY

1. Identify the Parts of the Computer System
2. Demonstrate Cleaning and Care of Computer Components
3. Identify the Windows and Folders for Computer Programs
4. Demonstrate Opening, Usage and Closing of Computer Programs
5. Be Able to Load Paper and Envelopes in Laser Printer
6. Format, Label, and Save Files Print Documents
7. Explain Safety Guidelines for Use of the Computer System and Monitor
8. Explain and Demonstrate Access to the Local Ethernet Network
9. Explain and Demonstrate Access to the Internet

UNIT IV PHOTOGRAPHIC PROCESSES

Math review for this unit will cover the following areas: addition, subtraction, multiplication and division of whole numbers, fractions and decimals, volume measures, percentages, ratios, weights and mass

MODULE IV

20 Hrs

PHOTOGRAPHIC IMAGING AND PROCESSING

1. Processing Room Procedures (10 Hrs)
 - 1.1. Demonstrate proper care, use, and storage of film
 - 1.2. Demonstrate proper care, use, and storage of camera ready copy
 - 1.3. Be able to use the reduction wheel properly for sizing purposes
 - 1.4. Explain the safety guidelines for the use of the processing room facilities
 - 1.5. Processor use, care and maintenance
 - 1.5.1. Matchprint processor with laminator
 - 1.5.2. Film processor
 - 1.5.3. Polyester plate processor
 - 1.5.4. Silvermaster with processor
 - 1.5.5. Mixing photographic chemicals
2. Flatbed Scanner Operation (10 Hrs)
 - 2.1. Maintenance and care of scanner
 - 2.2. Demonstrate proper scanning techniques for line art
 - 2.3. Demonstrate proper scanning techniques for photographs

UNIT V MASKING AND PLATEMAKING SKILLS

Math review for this unit will cover the following areas: addition, subtraction, multiplication and division of whole numbers, fractions and decimals, volume measures, ratios

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COURSE CONTENT AND SCOPE (CONTINUED)

MODULE V

20 Hrs

FILM ASSEMBLY AND PLATEMAKING

1. Film Assembly Procedures (17 Hrs)
 - 1.1. Demonstrate use and care of light table tools
 - 1.2. Layout masking sheet
 - 1.3. Make dummy copies
 - 1.4. Place film negative onto masks
 - 1.5. Cut windows in masking sheets
 - 1.6. Opaque film as needed
 - 1.7. Use of registration tabs on masking sheet
 - 1.8. Use registration pins
 - 1.9. Use registration system for multi-color work
2. Plates and Platemaking Procedures (3 Hrs)
 - 2.1. Explain the safety guidelines for this machine
 - 2.2. Be able to identify all parts of platemaker
 - 2.3. Change light source in platemaker
 - 2.4. Use vacuum in platemaking
 - 2.5. Use integrators with photo cell in platemaking
 - 2.6. Demonstrate proper setup procedures when burning a plate
 - 2.7. Identify different types of plates and their use
 - 2.8. Developing and gumming plates manually
 - 2.9. Developing and gumming plates using a plate processor
 - 2.10. Identify all parts of plate processor
 - 2.11. Maintenance procedures for plate processor

MODULE VI

20 Hrs

COMPUTER-TO-PLATE (CTP) IMAGING SYSTEM HARDWARE & SOFTWARE

1. Setup and Calibration of CTP Imagesetter Using Hardware and Software (8 Hrs)
 - 1.1. Demonstrate proper procedures for activation of hardware and software
 - 1.2. Demonstrate proper loading of vinyl plate material
 - 1.3. Run test calibration sheet for vinyl plate material to confirm proper image quality
 - 1.4. Demonstrate proper calibration procedures as required
2. Job Workflow (12 Hrs)
 - 2.1. Follow appropriate procedures for setup of imagesetter and processor
 - 2.2. Copy/move prepared file to removable media or network
 - 2.3. Activate all needed software applications/rip and prepare document for output
 - 2.4. Prepare files for output using appropriate document layout software (for proper plate size and position for press)
 - 2.5. Run color-separated proofs to laser printer ensure correct color separation
 - 2.6. Demonstrate the proper procedures for creating postscript file for imagesetter
 - 2.7. Demonstrate sending postscript file to imagesetter and understanding the ripping process in the observation window while the job is being processed

COURSE CONTENT AND SCOPE (CONTINUED)

- 2.8. Demonstrate proper media handling and transport procedures

UNIT VI PRESS ROOM OPERATIONS

Math review for this unit will cover the following areas: addition, subtraction, multiplication and division of whole numbers, fractions and decimals, volume measures, ratios, weights and mass

MODULE VII 8 Hrs

PRESS ROOM

- 1. Press Room Procedures (3 Hrs)
 - 1.1. Understand use of a scheduling board
 - 1.2. Demonstrate the storage of stock
- 2. Press Room Safety (5 Hrs)
 - 2.1. Use safety around pressroom equipment
 - 2.2. Use safety with chemicals used on presses
 - 2.3. Demonstrate general safety
 - 2.4. Know and properly use the flammable liquids storage cabinet

MODULE VIII 20 Hrs

AB DICK 360 CHUTE DELIVERY WITH CONVENTIONAL DAMPENING SYSTEM

- 1. Basic Press Set-up (8 Hrs)
 - 1.1. Explain safety guidelines for the press
 - 1.2. Identify the parts of the machine
 - 1.3. Demonstrate the care and cleaning of machine
 - 1.4. Set-up the feeding system
 - 1.5. Set-up the chute delivery system
 - 1.6. Set-up the inking system
 - 1.7. Set-up the dampening system
 - 1.8. Mounting plate on plate cylinder
 - 1.9. Adjust blanket to impression cylinder pressure
 - 1.10. Demonstrate trouble shooting
- 2. Press Operation (12 Hrs)
 - 2.1. Set up and run different sizes and weights of paper (no ink)
 - 2.2. Set up and run different sized of envelopes (no ink)
 - 2.3. Set up and run the inking system
 - 2.4. Practice cleaning and stripping ink from press using cleanup sheets
 - 2.5. 15-minute timed test for fast cleanup

COURSE CONTENT AND SCOPE (CONTINUED)

MODULE IX 130 Hrs

AB DICK 9810CD WITH NON-INTEGRATED (CRESTLINE) DAMPENING SYSTEM
AB DICK 9810CD WITH INTEGRATED (CONVENTIONAL) DAMPENING SYSTEM

1. Identification and Basic Press Set-up (15 Hrs)

- 1.1. Explain safety guidelines for the press
- 1.2. Identify the parts of the machine
- 1.3. Demonstrate the care and cleaning of machine
- 1.4. Set-up the feeding system
- 1.5. Set-up the chain delivery system
- 1.6. Set-up the inking system
- 1.7. Set-up the dampening system
- 1.8. Mount plate to plate cylinder
- 1.9. Adjust blanket to impression cylinder pressure
- 1.10. Demonstrate trouble shooting

2. Press Operation (115 Hrs)

- 2.1. Set up and run different sizes and weights of paper (no ink)
- 2.2. Set up and run different sizes of envelopes (no ink)
- 2.3. Set up and run the inking system
- 2.4. Clean press (15 min.)
- 2.5. Set up and run 1-color business cards using metal/vinyl CTP plate
- 2.6. Set up and run 1-color envelope using metal/vinyl CTP plate
- 2.7. Set up and run 1-color letterhead using metal/vinyl CTP plate
- 2.8. Set up and run 1-color NCR form using metal/vinyl CTP plate
- 2.9. Set up and run flier using itek plate
- 2.10. Set up and run production assignment using itek plate
- 2.11. Set up and run 2-color business cards using metal/Vinyl CTP plate
- 2.12. Set up and run 2-color envelope using metal/vinyl CTP plate
- 2.13. Set up and run 2-color NCR form using metal/vinyl CTP plate
- 2.14. Set up and run 2-color letterhead using metal/Vinyl CTP plate
- 2.15. Set up and run production assignment using metal plate
- 2.16. Set up and run production assignment using vinyl CTP plate

MODULE X 115 Hrs

AB DICK 9810CD WITH T HEAD

1. Identification and Basic Press Set-up (15 Hrs)

- 1.1. Explain safety guidelines for the press
- 1.2. Identify the parts of the machine
- 1.3. Demonstrate the care and cleaning of machine
- 1.4. Set-up the feeding system
- 1.5. Set-up the chain delivery system
- 1.6. Set-up the inking system
- 1.7. Set-up the dampening system

COURSE CONTENT AND SCOPE (CONTINUED)

- 1.8. Mounting plate to plate cylinder
- 1.9. Adjust blanket pressure
- 1.10. Adjust the impression cylinder pressure
- 1.11. Demonstrate trouble shooting
- 2. Press Operations (100 Hrs)
 - 2.1. Set up and run 2-color business cards using metal/vinyl CTP plate
 - 2.2. Set up and run 2-color envelope using metal/vinyl CTP plate
 - 2.3. Set up and run 2-color NCR form using metal/vinyl CTP plate
 - 2.4. Set up and run 2-color letterhead using metal/vinyl CTP plate
 - 2.5. Set up, register and run assigned duotone
 - 2.6. Set up and run production assignment using itek plate
 - 2.7. Set up and run production assignment using metal plate
 - 2.8. Set up and run production assignment using vinyl CTP plate

MODULE XI ADVANCED PRESS OPERATION 110 Hrs

AB DICK 9850 – 9810 CSX-ACD WITH T-HEAD (WITH ALCOHOL DAMPENING SYSTEM)

- 1. Identification and Basic Press Set-Up (10 Hrs)
 - 1.1. Explain safety guidelines for the press
 - 1.2. Identify the parts of the machine
 - 1.3. Demonstrate the care and cleaning of machine
 - 1.4. Set-up the feeding system
 - 1.5. Set-up the chain delivery system
 - 1.6. Set-up the inking system
 - 1.7. Set-up the alcohol dampening system
 - 1.8. Mount plate to plate cylinder and adjust the plate pressure (9850 only)
 - 1.9. Adjust blanket to impression cylinder pressure
 - 1.10. Demonstrate trouble shooting
- 2. Press Operations (100 Hrs)
 - 2.1. Set-up and run production using alcohol dampening system
 - 2.2. Set up and run 1-color flier using metal/vinyl CTP plate
 - 2.3. Set up and run 2-color flier using metal/vinyl CTP plate
 - 2.4. Set up, register and run assigned duotone
 - 2.5. Set up and run production assignment using metal plate
 - 2.6. Set up and run production assignment using vinyl CTP plate

MODULE XII 115 Hrs

RYOBI 3200CD WITH CRESTLINE DAMPENING SYSTEM

- 1. Identification and Basic Press Set-up (15 Hrs)
 - 1.1. Explain safety guidelines for the press
 - 1.2. Identify the parts of the machine
 - 1.3. Demonstrate the care and cleaning of machine
 - 1.4. Set-up the feeding system

COURSE CONTENT AND SCOPE (CONTINUED)

- 1.5. Set-up the chain delivery system
- 1.6. Set-up the inking system
- 1.7. Set-up the dampening system
- 1.8. Mount plate to plate cylinder
- 1.9. Adjust blanket to impression cylinder pressure
- 1.10. Demonstrate trouble shooting
- 2. The Following Operations Apply to the Above-Listed Press (100 Hrs)
 - 2.1. Set up and run production assignment using itek plate
 - 2.2. Set up and run production assignment using metal plate
 - 2.3. Set up and run production assignment using vinyl CTP plate
 - 2.4. Strip and clean rollers with cleanup attachment

UNIT XII POST PRESS

Math review for this unit will cover the following areas: addition, subtraction, multiplication and division of whole numbers, fractions and decimals, volume, measures, percentages, ratios, weights and mass

MODULE XIII 67 Hrs

POST PRESS OPERATIONS

- 1. General Bindery Procedures (14 Hrs)
 - 1.1. Schedule jobs
 - 1.2. Order stock
 - 1.3. Wrap jobs
 - 1.4. Label jobs
 - 1.5. Ship jobs
 - 1.6. Pad jobs
 - 1.6.1. Regular
 - 1.6.2. NCR - special
 - 1.7. Stock calculation, handling, storage and cutting
 - 1.8. Paper categories, weights, sizes, grains, packaging and pricing
- 2. Bookletmaker with Collating Towers Operations (30 Hrs)
 - 2.1. Identification and setup
 - 2.1.1. Explain safety guidelines for machine
 - 2.1.2. Identify parts of machines
 - 2.1.3. Clean and care for machines
 - 2.1.4. Demonstrate basic understanding of setup of collating towers
 - 2.1.5. Demonstrate basic understanding of setup of bookletmaker
 - 2.1.6. Demonstrate basic understanding of setup of booklet face trimmer
 - 2.1.7. Demonstrate trouble shooting
 - 2.2. Machine operation
 - 2.2.1. Set up and run production collation using towers, with no stitch
 - 2.2.2. Set up and run production saddlestitch booklet – 2 stitches
 - 2.2.3. Set up and run production flat booklet – 1 corner stitch

COURSE CONTENT AND SCOPE (CONTINUED)

- 3. Folder Operation (With Continuous Feed) (10 Hrs)
 - 3.1. Identification and setup
 - 3.1.1. Explain safety guidelines for machine
 - 3.1.2. Identify parts of machine
 - 3.1.3. Clean and care for machine
 - 3.1.4. Setup of continuous feeder
 - 3.1.5. Setup of folding plates for appropriate type of fold (half fold, letter fold, Z-fold, double parallel, gate fold, engineering fold)
 - 3.1.6. Demonstrate trouble-shooting
 - 3.2. Machine operation
 - 3.2.1. Set up and practice folding assignments
 - 3.2.2. Set up and run production for half fold
 - 3.2.3. Set up and run production for letter fold
- 4. Paper Drill Operations (1.5 Hrs)
 - 4.1. Explain safety guidelines for machine
 - 4.2. Identify parts of machine
 - 4.3. Clean and care for machine
 - 4.4. Change bit size
 - 4.5. Change positions of stops (holes)
 - 4.6. Wax and sharpen bit
- 5. Stitcher Operations (1.5 Hrs)
 - 5.1. Explain safety guidelines for machine
 - 5.2. Identify parts of machine
 - 5.3. Clean and care for machine
- 6. Power Paper Cutter (10 Hrs)
 - 6.1. Explain safety guidelines for machine
 - 6.2. Identify parts of cutter
 - 6.3. Clean and care for cutter
 - 6.4. Demonstrate basic understanding of safety procedures when changing blades and cutting sticks on cutter
 - 6.5. Figure and cut different paper size and stock
 - 6.6. Set up cutter for different cuts
 - 6.7. Set up cutter for trimming books
 - 6.8. Find grain direction on paper

APPROPRIATE READINGS

- 1. *Getting It Printed*, Kenly, Eric and Beach, Mark, Coast to Coast Books, current edition
- 2. *Graphic Communications: The Printed Image*, Prust, Z.A., Goodheart-Willcox Co., current edition

WRITING ASSIGNMENTS

Typical writing assignments will include:

- 1. Completing assigned reports.

WRITING ASSIGNMENTS (CONTINUED)

2. Providing written answers to assigned questions.
3. Performing arithmetic calculations as assigned.
4. Completing production request orders.

OUTSIDE ASSIGNMENTS

Students are expected to spend a minimum of two hours per day outside of class in practice and preparation for each day in class. Appropriate assignments may include, but not be limited to:

1. Appropriate readings.
2. Preparing research reports.
3. Preparing appropriate writing assignments.
4. Studying as needed to perform successfully in class.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Students will perform analysis and evaluation of reading and/or classroom materials and utilize this analysis in classroom discussions, writing assignments, and in performing laboratory activities. Students must select and use appropriate methods and materials needed to complete laboratory assignments.

EVALUATION

A student's grade will be based on multiple measures of performance. The assessment will measure development of independent critical thinking skills and will include evaluation of the student's ability to:

1. Perform the manipulative skills of the trade, as required, to meet the standards of the printing and graphics industry.
2. Apply theory to laboratory assignments.
3. Perform on written, oral, or practical examinations.
4. Contribute to class discussions.
5. Maintain attendance per current district policy.

Satisfactory completion of the course requires completion of a culminating activity, which may include, but is not limited to, one of the following:

1. Written report.
2. Classroom presentation.
3. Research project.
4. Industry involvement.

The culminating activity will require the student to use the new skills that he/she acquired during the course.

EVALUATION (CONTINUED)

The student will receive an evaluation at the end of each module or when requested by student. A grade point average of 2.0 or letter grade of C or better must be achieved for satisfactory completion.

Upon satisfactory completion of all units and a minimum of 696 hours of attendance, a course Certificate of Program Completion will be issued titled: Commercial Printing.

NOTE: If a student's goal is to complete one or more of the individual units, upon satisfactory completion of that unit(s), a Certificate of Completion may be issued.

METHOD OF INSTRUCTION

Classroom lectures, demonstrations, laboratory, audio-visual presentations and computer assisted instruction. Large group, small group and individual instruction. Field trips, job shadowing and internships may be utilized.

TEXTS AND SUPPLIES

Texts:

Pocket Pal, International Paper Co., current edition
Offset Lithographic Technology, Kenneth F. Hird., current edition
Offset Lithographic Technology – Workbook, Kenneth F. Hird., current edition

PREPARED BY: Robert S. Hutchinson Ed. D. DATE: August 20, 1995

REVISED BY: James K. Laramie, Associate Professor DATE: February 18, 2007

REVISED BY: James K. Laramie, Associate Professor DATE: October 23, 2008

REVISED BY: Instructional Services, SLOs added DATE: March 10, 2017

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002

