FINISHING OPERATIONS
Course Syllabus

Course Number: PRNT-0450
OHLAP Credit: No
OCAS Code: None
Course Length: 45 Hours
Career Cluster: Arts, A/V Technology & Communications
Career Pathway: Printing Technology
Career Major(s): Print Production

Pre-requisite(s):

Course Description: Demonstrate various bindery/finishing methods while calculating and cutting paper, operate a floor model folder, stitch booklets, and apply various packaging, delivery and shipping procedures.

Textbooks:
Presswork & Bindery (video) by GATF (Graphic Art Technical Foundation)

Course Objectives:

A. Complete an introduction to binding and finishing operations.
1. Demonstrate a working knowledge of pagination.¹
2. Read and comprehend production information from a job ticket/jacket.¹
3. Identify safety considerations in bindery operations.¹
4. Practice safe work habits in bindery operations.¹
5. Identify basic hand tools, equipment and materials in bindery operations.¹
6. Use folding equipment to produce a gate fold job.¹
7. Use folding to produce an accordion fold job.¹
8. Use folding equipment to produce a double folded job.¹
9. Use folding equipment to slit, perforate, fold and score.¹
10. Describe and identify inline finishing systems.¹
11. Describe how to use a set up programmable cutters.¹
12. Describe how to change the blade on an automatic paper cutter.¹
13. Select and identify the most commonly used types of paper.¹
14. Demonstrate knowledge of paper types related to their cutting, folding and building of characteristics.¹
15. Describe and identify off-line finishing systems.¹
16. Describe the fundamentals and applications of saddle stitching and perfect binding.¹
17. Identify packaging and shrink wrap equipment and materials.¹
18. Demonstrate knowledge of mail class rates (bulk, pre-sorted).¹
19. List operational procedures for foil stamping and embossing.¹
20. Identify foil stamping and embossing equipment.¹
21. List the common problems encountered in foil stamping and embossing.¹
22. Identify the components of a case bound book.¹
23. Describe the fundamentals of modern case binding.¹
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24. Describe various paper inventory and storage techniques.¹
25. Demonstrate proper paper handling procedures.¹
26. Describe and identify various coating and laminating techniques.¹
27. List the advantages and disadvantages of various coating and laminating techniques.¹
28. Estimate the cost of materials and production for performing various bindery operations.¹
29. Describe waste removal and disposal in the bindery.¹
30. Identify spiral binding and wire binding equipment and products.¹
31. Describe tipping-in procedures.¹
32. Demonstrate how to check the squareness of stock.¹
33. Identify common production problems in the bindery.¹
34. Prepare folding dummies for commonly used impositions.¹
35. Set up and operate folder consistent with job specifications.¹
36. Describe quality control methods for bound products.¹
37. Perform preventative maintenance on a folder.¹
38. Perform preventative maintenance on a paper cutter.¹
39. Define folding terminology and identify different folding techniques.¹
40. Use folding equipment to produce a high-folio lip signature and a low-folio lip signature and describe the advantages of both.¹
41. Identify various ancillary equipment such as gluing, ink jetting and wet scoring.¹
42. Describe and identify the uses of right angle folding, knife folding, and combination folding.¹
43. Demonstrate the use of brick stacking.¹
44. Set up and use a 3-hole drill to produce a drilled job.¹
45. Describe the applications of database information in the bindery for ink jet personalization and demographic binding.¹
46. Observe a commercial bindery operation.¹

¹Print ED competencies

Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures:
1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.
Available Certifications/College Credit: The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility: The student must maintain a grade point average of 2.0 or better.