GRA 213  Bindery and Finishing Operations  (2 - 2)  3

Course Title  Lec-Lab  Credit  Hours

COURSE DESCRIPTION
Covers fundamentals of binding and finishing. Provides knowledge of safety and planning necessary to bind printed pieces. Processes covered include folding, binding, saddle stitching, cutting, and padding.

Prerequisite: GRA 102 and GRA 105 with grades of C or better or consent of coordinator.

TOPICAL OUTLINE
I. Safety procedures
II. Planning of printed pieces for the bindery
III. Functions of the bindery
IV. Bindery processes

METHOD OF PRESENTATION
1. Lecture and press demonstration
2. Field trips
3. Problem solving and discussion

STUDENT OUTCOMES (The student should be able to …)
1. learn safety procedures.
2. prepare proper layout of printed pieces for the binding.
3. fold, cut, and bind printed pieces.
4. understand in-line finishing.
5. learn all other finishing methods.

METHODS OF EVALUATION
1. Lab assignments
2. Tests and quizzes
3. Projects
4. Presentation Simulations

TEXTBOOK
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