

GRC 62 Printing Management

(Formerly Printing Technology 62)

3 units, 3 lecture 0 lab

Production forecasting, functions, quality control, personnel management, purchasing and ordering of supplies and equipment. Administrative aspects of shop planning and operations. (Scheduled infrequently)

- I. Orientation/Policies/Procedures
- II. Trade Appreciation
 - A. Careers
 - B. Graphic related industries
- III. Job Scheduling
 - A. Methods and techniques
 - B. Flow charts
- IV. Ordering Supplies
 - A. Inventory procedures
 - B. Ordering
 - C. Stock control
- V. Shop Planning
 - A. Layout and Size
 - B. Work flow in the shop
 - C. Location and traffic flow
- VI. Shop Safety
 - A. Organization
 - B. Fire hazards
 - C. Cal Osha
- VII. Quality Control
 - A. Methods
 - B. Densitometer, integrators, etc.
- VIII. Job Estimating
 - A. Cost, labor, markup
 - B. Franklin catalog
 - C. Additional methods
- IX. Administrative Duties
 - A. Organizational chart
 - B. Establishing policies
 - C. Additional methods
- X. Employing and Terminating
- XI. Types of Businesses
 - A. Sole Proprietorship
 - B. Partnership
 - C. Corporation
- XII. Bankruptcy
 - A. Chapter 7
 - B. Chapter 11
 - C. Chapter 13
- XIII. Community Assistance
 - A. SBA and SCORE
 - B. BBB
 - C. Chamber of Commerce

Methods:

Lecture/demonstration
Discussion
Student Portfolio