

Graphics Communications 1, 2, 3 and 4

2015-2016

Dear Parent/s:

As the Graphic Communications instructor at Georgetown High School, I would like to take this opportunity to tell you how pleased I am that your child will be in this class. We will have fun as well as learn a whole new area of knowledge!

Course Description

A two-year course that provides basic skills in which gives students experience with Offset Lithographic equipment and Adobe software to develop a working knowledge of methods used in the Graphics Technology industry. There will be ample opportunities to develop skills in the operation of machines and equipment, and become familiar with a wide range of Adobe software. The classroom will simulate the work environment as much as possible. This course also provides basic job seeking skills. Cooperative training will be available in those 4th year students that meet the requirements (work ethics, quality of work, cooperative business, etc.).

Credits

Graphics 1	1 Credit	Graphics 2	1 Credit
Graphics 3	1 Credit	Graphics 4	1 Credit

Instructor Information

Erica H. Lambert Telephone: (843) 546-8516 Ext. 3339 E-mail: erlambert@gcsd.k12.sc.us

I may be reached by phone during my planning from 9:50-11:20 - Daily

Course Text and Resources

”MAVCC, Orientation TO Graphic Communications”

“**MAVCC, Digital File Preparation and Output**”

”MAVCC, Press Operation, Binding and Finishing”

”**Graphic Communications**”, **Goodheart and Willcox, 2003 Fifth Edition**”

Adobe CS6, Revealed, InDesign, Illustrator and Photoshop

Topical Outline

Course Description

Below is a list of competencies you will obtain during this class. Successful completers of the Graphics 4 class will demonstrate competencies listed for Graphics I, 2, 3 as well as competencies listed in Graphics 4.

Graphics 1, 2, 3, 4

- ✓ Introduction, Orientation
- ✓ Industry Overview
- ✓ Environmental Health, Safety and First Aid
- ✓ Digital File Preparation
- ✓ Image Capture

- ✓ Color Theory
- ✓ DigitalFile Output
- ✓ Type
- ✓ Page Layout
- ✓ Illustration
- ✓ PDF
- ✓ Offset and Digital Press Operation
- ✓ Specialty Printing
- ✓ Bindery Operations
- ✓ Measurement
- ✓ Basic Math
- ✓ Job Application and Interpersonal Skills
- ✓ Advanced Digital File Preparation
- ✓ Advance Offset Press Operation
- ✓ Adobe Associates Certification, Must be a Graphics 4 student

Once the basic fundamentals of each production step have been taught, the teaching format previously outlined will allow students to progress at their own rate. This will allow the instructor more time to assist those students requiring additional help. There are many distinct occupations in the Graphics Technology Industry. Graduates will be able to perform entry level skills in the following areas: Digital File Preparation, Press Operation, and Bindery.

Grades

Graphics 1, 2, 3, 4

Class Work/Computer Work/Binder	20%
Projects	50%
Quizzes/Test	30%

Students' grades will reflect both qualities of work as well as accuracy. All Projects will be graded with a teacher rubric sheet. Students must take and pass a Safety Test with an 85 or better or that student will have to re-take the test until the grade is achieved and will not be able to engage in lab activities. Missed assignments will be in folders in the back of classroom readily available for the students to pick out missed assignments. They are responsible for completing missed assignments and seeing that they are turned in within 3 missed days of class. If additional help is needed then arrangements need to be made with teacher to do so after school.

Georgetown County School District's Grading Scale is as follows:

A / 93-100 B / 92-85 C / 77-84 F / 0-69

Evaluation Procedure

Projects (assigned projects from the teacher)

For each project a rubric sheet will be attached to show each student what is expected of them for the assigned project and once graded it will reflect what they did or did not achieve.

Notebook Grade

A monthly notebook grade will be recorded by the teacher, the grade is based on notebook neatness, organization and if all notes, handouts, projects, samples of work and test are included.

Class Work Grade

Class work grades are based on worksheets, book work and Tutorials completed from the Adobe software books.

Tests

Tests will be given at the end of most units of study; some units will be combined into a single test. Open Book test

9 Weeks Grade

The average of all quiz/test grades	x 30%
The average of all projects grades	x 50%
The average of all class work grades	<u>x 20%</u>

Student Notebooks

Students are **required** to maintain a notebook. **2" to 3"** three ring binders will be used. **Tabbed sections** are required for the following items will be included:

- Notes
- Handouts
- Classwork/Graded Projects
- Quizzes/Test

The notebook should be left on the assigned shelf and left in class every day. The notebook will carry the same grade as a classwork grade. Notebooks will be checked periodically, a separate "Notebook Grade" will be assigned each time the notebooks are checked.

Each student has been given a folder with a set of papers which require your attention and/or signature. These include a Student Information Sheet, Insurance Form, Family Survey Sheet, List of Class Rules, Get to Know Questionnaire, and this Class Syllabus. The forms should be returned as soon as possible for their first classwork grade. They are to be returned before or on **Thursday, August 27th**, after that date they will be considered late and points will be deducted from the grade.

I welcome you to Graphic Communications and look forward to spending this semester with you! I can be reached at (843) 546-8516 Ext. 3339 or by email at erlambert@gcsd.k12.sc.us. As the parent, feel free to drop by our graphics class at anytime to see all the wonderful things that will be happening. Students and parents should read this syllabus carefully, sign this sheet and return for class credit.

NOTE:

The signed syllabus is to be returned to Mrs. Lambert and the student will receive their first classwork grade.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

(Signature indicates that the parent has reviewed this syllabus.)