

SYLLABUS
GRAPHIC COMMUNICATIONS - 1835
RALPH R. WILLIS CAREER AND TECHNICAL CENTER

INSTRUCTOR: Jim Hutchinson

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OFFICE HOURS: 11:30 a.m. – 12:00 p.m. | 2:30 p.m. – 3:00 p.m.

COURSES:

- 1835 - Fundamentals of Graphic Communications
- 1833 - Electronic Imaging
- 1839 - Image Assembly and Platemaking
- 1841 - Offset Press and Bindery

ELECTIVE COURSES:

- 1837 - Applications in Graphic Communications
- 1834 - Digital Prepress
- 1832 - Color Processing

PROGRAM OF STUDY DESCRIPTION:

The Graphic Communications Program of Study focuses on careers in general commercial printing, quick printing, digital imaging, magazine, newspaper and book printing, financial and legal printing, screen printing, thermography, business forms printing, label and tap printing, packaging, greeting cards, prepress technician, and trade and finishing services.

COURSE DESCRIPTIONS:

- **1835 FUNDAMENTALS OF GRAPHIC COMMUNICATION**
This course introduces the student to the knowledge base and technical skills for all courses in the Graphic Communications Program of Study. Areas of study include fundamentals of graphic communications, environmental health and safety, equipment and materials, legal and ethical issues, design elements and principles, job planning and production, and measurement and math. Emphasis will be placed on personal and professional ethics and students will explore a variety of career opportunities. Students will utilize problem-solving techniques and participate in laboratory activities to develop an understanding of course concepts, and teachers should provide each student with real world learning opportunities and instruction related to occupations in graphic communications. Safety instruction is integrated into all activities. Students are encouraged to become active members of Skills USA for additional co-curricular opportunities that enhance student achievement, develop student leadership, and support experiential learning. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools, and skill sets.

- **1833 ELECTRONIC IMAGING**

This course will introduce students to digital image manipulation and desktop publishing. Areas of study include digital file preparation and output, typography, proofreading, page layout, and digital image creation and capture. Students will demonstrate knowledge and technical expertise in basic typesetting, image designs, proofreading, and computer scanning operations. Students will utilize problem-solving techniques and participate in laboratory activities to develop an understanding of course concepts, and teachers should provide each student with real world learning opportunities and instruction related to occupations in graphic communications. Safety instruction is integrated into all activities. Students are encouraged to become active members of Skills USA for additional co-curricular opportunities that enhance student achievement, develop student leadership, and support experiential learning. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools, and skill sets

- **1839 IMAGE ASSEMBLY AND PLATEMAKING**

This course will introduce students to the fundamentals of image assembly and platemaking. Areas of study include image assembly and platemaking, film masking and assembly, and offset platemaking. Students will demonstrate knowledge and technical expertise in film masking, platemaking, copy paste-up principles and procedures. Students will utilize problem-solving techniques and participate in laboratory activities to develop an understanding of course concepts, and teachers should provide each student with real world learning opportunities and instruction related to occupations in graphic communications. Safety instruction is integrated into all activities. Students are encouraged to become active members of Skills USA for additional co-curricular opportunities that enhance student achievement, develop student leadership, and support experiential learning. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools, and skill sets.

- **1841 OFFSET PRESS AND BINDERY**

This course introduces the use of offset presses and bindery equipment. Areas of study include offset press fundamentals, components, operation, paper stock, paper cutting, and bindery operations. Students will utilize problem-solving techniques and participate in laboratory activities to develop an understanding of course concepts, and teachers should provide each student with real world learning opportunities and instruction related to occupations in graphic communications. Safety instruction is integrated into all activities. Students are encouraged to become active members of Skills USA for additional co-curricular opportunities that enhance student achievement, develop student leadership, and support experiential learning. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools, and skill sets.

○ **1837 APPLICATIONS IN GRAPHIC COMMUNICATIONS**

This course introduces the student to the knowledge base and technical skills of offset press operation and troubleshooting. Areas of study include press maintenance and advanced printing. Students will demonstrate knowledge and technical expertise in offset press maintenance.

○ **1834 DIGITAL PREPRESS**

This course introduces the student to the knowledge base and technical skills for digital preparation for press operations. Areas of study include imaging concepts, scanning concepts, and composition. Students will demonstrate knowledge and technical expertise in prepress operations. 1855 Fundamentals of Desktop Publishing.

○ **1832 COLOR PROCESSING**

This course introduces the student to the knowledge base and technical skills for GRPHCM-COLPR printing. Areas of study include the GRPHCM-COLPR science and GRPHCM-COLPR printing. Students will demonstrate knowledge and technical expertise in selecting appropriate GRPHCM-COLPRs for a project and producing GRPHCM-COLPR separations.

GRADING SCALE

100 – 90 = A

89 – 80 = B

79 – 70 = C

69 – 60 = D

59 – 0 = F

GRADING POLICY

Students will be graded on the following: weekly performance and participation, competency of skill, quantity of work, quality of work, and WIN testing, portfolio.

TIMELINE FOR PROGRAM ACTIVITIES

GRADE 11-12

- **First Quarter:** Safety and Simulated Workplace Introductions and Testing; Work projects as appropriate; Portfolio Development and WIN for seniors. Approved project production may begin Teaching and mentoring of exploratory students. NCCER guidelines.
- **Second Quarter:** Skills USA, Portfolio Development and Senior WIN Testing. Projects will follow Skill Set Checklists provided by the WVDE. NCCER guidelines.
- **Third Quarter:** Portfolio Development; various projects and testing according to Skill Sets. NCCER guidelines (if senior project is completed) Junior WIN testing.
- **Fourth Quarter:** Senior Portfolio Completion. Junior Portfolio Development. NCCER guidelines (if senior project is completed) Skill Set Checklists from WVDE to ensure following standards and guidelines. Junior WIN Testing.

SKILL SETS LINKS

All skill set links can be found under the Architecture and Construction Links at the WVDE. Click on Secondary Programs of Study. Follow the blue links to all information.

<http://careertech.k12.wv.us/OCTIWebsiteRevisions/16Clusters/ArtsAVTechnologyAndCommunicationsMainPage.html>

A hard copy of this information is included following this syllabus. However for individual course links. Please see the page above.