

Intro to Graphic Arts  
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Course Name and Description:

Graphic Arts is a class that is designed for ALL students who are interested in learning how to design and create on a computer. Students will use words, pictures, photographs and a combination of these items to design and produce various projects. Some examples of these objects include magazine and newspaper advertisements, posters, CD covers, flyers, and business forms. Although computers will be used for a majority of these projects, previous computer experience and artistic ability is not a must. Students will learn by doing. Projects are designed to build hands on skills.

Classroom Expectations:

- Our classroom is a place of learning. Therefore, you should come to class with the proper items for learning, such as a writing utensil, your book, and paper. You should also be attentive during instructional time and give your best effort on all assignments. Lastly, we are all responsible to make sure that our actions do not distract others in the class from being able to learn.

- Our classroom is a safe environment. Each student deserves to feel safe expressing his or her thoughts and feelings in the context of our material and the learning process. Therefore, there will be no taunting, put downs, or unkind teasing tolerated.

- Our classroom is a place of respect. As a teacher I will treat each of you with respect. I expect that you will treat me, as well as each of your classmates, with the same respect. Therefore, we will not interrupt when others are speaking, we will not take or use things that belong to other people, and we will be considerate of one another's feelings.

- Our classroom is a part of the larger Anchor Bay High School community.

Therefore, we will not do anything in our classroom that would be a distraction to the ability of other students to learn and other teachers to teach. We will also treat the building, the classroom materials, and the other individuals in the building with respect.

Please observe the expectations of ABHS as delineated in your student handbook. (available on line)

No food or drinks allowed in the classroom, except bottled water (3iii below)\*.

**Class Policy – Specifics:**

In order to be successful in the Graphic Arts program you must:

- 1) Be in class, on time and ready to learn - be prepared to participate every day
- 2) Bring the proper items to class i. #2 Pencil or Pen

ii. Notebook or writing paper

3) Please do not bring to class

i. Coats or Jackets, Hats or Head Gear – you will be asked to take it to your locker and a tardy will be assigned

ii. Food or Drinks (Pop, Gatorade, etc.) – school policy!

iii. \*Water is allowed if it is in clear bottle with a lid. Open Containers are NOT allowed because of the unique situation of the computer lab.

4) Turn in all assignments - neat, completed and on TIME (assignments may be rejected if they are not in this condition)

5) Demonstrate respect for all students, members of staff, visitors and property. Act

appropriately – remember you are representing this school, this class and the instructor!

**\*\*NO Put Downs, Insults, Swearing at yourself or others**

**\*\*You are responsible for your workstation - Stay in your area to protect it and your equipment. Keep it neat and organized**

**\*\*Use only the software authorized for this class (See section on computer usage)**

6) Follow all school rules and policies as listed in the student handbook and code of conduct

7) Please do not touch anyone's work or area without permission

REMEMBER: You May Be Able To Choose Your Actions -

BUT You WILL NOT Choose The CONSEQUENCES Of Those Actions!!!

Respect Yourself • Respect Others • Respect Equipment

I. Attendance (See School Policy)-Portions of this class is a hands on lab atmosphere. In order for you to do the work and get credit for it, you need to be present. Due to the nature of the class it is difficult to have assignments made up after or outside of school.

*Tardiness: You are tardy if you are not in the classroom at the completion of the tardy bell. Please do not try to split hairs over tardiness. Instead, be proactive in planning your daily routines so that you can get in the habit of being punctual to class.*

We will follow the Anchor Bay High School tardy policy.

II. Homework/Classwork – Work must be turned in on time to receive full credit

*Late assignments - Per School Policy*

*Incomplete projects – must receive instructor approval*

- 3) It is the student's responsibility to make any necessary arrangements needed to make up homework
  - a) Time will be given before or after school upon instructor approval
  - b) Speak to the instructor before class begins or at the end of the hour - not during class. You may also speak to the instructor about make-up/missed work before school or after school

### III. Grading

- 1) Points will be earned for projects, tests, daily assignments/projects, class participation and class/homework
  - a) Daily Assignments / Test / - points will be assigned for each based on several criteria

*Tests are given approximately every two weeks. Most tests will consist of two chapters except for the first test which will be over the first three chapters. Study guides will be given for all tests. Students scoring poorly (per school policy) will be given the opportunity to retake the test.*

- b) Projects - must meet deadlines and be completed on time for full credit

*There are 3 Major Projects in this class as shown in the class breakdown below. There will be smaller projects throughout the semester to reinforce different aspects of the class and the software.*

- c) Tasks and Skills
    1. Pass or Incomplete
    2. Points Earned based on Degree of Difficulty
  - d) The School Grading Policy will be used. (See Below)

### IV. Conduct

- 1) For safety reasons and the open lab situation, only the best behavior is expected.  
Poor or unsafe behavior WILL NOT BE TOLERATED!!!!!!
- 2) Poor conduct or unsafe behavior will result in loss of lab privileges and / or drop from class.

Course Breakdown:

Textbook: Graphic Communications, Z.A. Prust, Goodheart-Wilcox,

Supplemental: Learn Photoshop CC, Various Websites

PREREQUISITE: None

### UNITS AND TIMELINES:

Introduction to Classroom Rules, Policies & Expectations	(1- 1/2 days +/-)
Ch. 1 - Overview of Graphic Communications (Seg 1)	(1 - 2 days +/-)
Ch. 2 - Safety & Health (Seg 2)	(1 - 2 days +/-)

Ch. 3 - Measurement (Seg 3, 7)	(1 - 2 days +/-)
Ch. 4 - Typography (Seg 3)	(1 - 1 1/2 Weeks +/-)

### **Typeface Group Project**

Ch. 5 - Design & Layout (Seg 3)	(1 - 1 1/2 Weeks +/-)
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### **Beginning Ad Project**

Ch. 6 -Text Composition (Seg 3)	(1 - 2 days +/-)
Ch. 7 – Digital Prepress (Seg 4)	(1 - 2 days +/-)
Ch. 8 – Digital Image Capture (Seg 4)	(1 - 2 days +/-)
Ch. 9 – Color Science, Vision and Space (Seg 4)	(3 - 5 days +/-)

### **Color Project**

Ch. 10 – Color Management (Seg 4)	(1 - 2 days +/-)
Ch. 11 - Analog Film, Equipment, and Processing Information (Seg 4)	(1 - 2 days +/-)
Ch. 12 – Imposition and Layout (Seg 4)	(1 - 2 days +/-)
Ch. 13 – Digital Printing Technology (Seg 4)	(5 - 7 days +/-)

### **Design Elements Project**

Ch. 14 - Lithographic Platemaking (Seg 4)	(1 - 2 days +/-)
Ch. 15 - Lithographic Press Systems (Seg 4)	(1 - 2 days +/-)
Ch. 21 – Substrates (Seg 4, 5)	(1 - 2 days +/-)
Ch. 23 – Finishing and Binding (Seg 5)	(1 - 2 days +/-)
Ch. 24 – The Business of Printing (Seg 1)	(1 - 2 days +/-)
Ch. 25 - Graphic Communications Careers (Seg 1)	(1 - 2 days +/-)
Summary Projects* (Memo Pads, Business Cards, CD cover Design, etc.)	(3 - 5 Weeks)

FIELD TRIPS, GUEST SPEAKERS, SPECIAL EVENTS – may vary year to year

Include, but not limited to: Career Guest Speakers, Career Explorations Field Trip, College Guest Speakers

ARTICULATIONS WITH COLLEGES: ABGA has several agreements with colleges around our state that allows students who complete two full years to receive college credit for doing so. The number of credits and the form to get the

credits will vary by institution.

Baker College  
Macomb Community College  
Ferris State University

**MATERIALS REQUIRED:** All basic graphic art supplies will be supplied, however, students will be required to provide and have with them throughout the course a writing utensil and a flash / travel drive.

#### Grading Policy

100-93 is an A	76-73 is a C
92-90 is an A-	72-70 is a C-
89-87 is a B+	69-67 is a D+
86-83 is a B	66-63 is a D
82-80 is a B-	62-60 is a D-
79-77 is a C+	59-0 is an E

Per district policy, semester grades are computed by averaging the first and second marking period plus final examination grades in the following proportions:

Exams 20%      Marking Periods 40%

Test-out Test will include the following requirements:

The test out will have a combination of a written final exam plus numerous projects that must be completed on your own with industrial machinery.

#### Concluding Thoughts:

I anticipate that we will have a full and rewarding year of learning together. I look forward to working with each of you. Each of you will contribute your unique qualities to our classroom community and we will all grow as a result of one another.

**\*\*\*SAFETY IN THE CLASSROOM IS THE #1 PRIORITY FOR EVERYONE\*\*\***

It is our job to teach you as much as we can. We cannot teach if the student is not in class. Some work, such as missed demonstrations, lectures/notes, shop work, etc. cannot be made up at home. Every day the students' misses could affect their grade because of missing opportunities and missing assignments. If there are ever any questions, please feel free to come and see the instructor. We are available after school, almost every day by arrangement. Remember, **COMMUNICATION** is key.

Please remember the equipment we will be working with is very expensive. If something is broken because the student is negligent, or just not being careful, or "goofing around", the student will be responsible for the cost to repair or replace it.