

Buford High School
Graphics – Design and Production
Jeff Ayers

Course Description:

A course in the Fundamentals of Graphic Communications including Image Capture, Digital File Output, Illustration, Page Layout, Basic Press Operations and Job Application and Interpersonal Skills.

Georgia Performance Standards:

Image Capture ACCT-GDP-1-3

Digital File Output ACCT-GDP-4-7

Illustration ACCT-GDP-17

Page Layout ACCT-GDP-15

Press Operations ACCT-GDP-8-14

Job Application and Interpersonal Skills ACCT-GDP-18-21.

Textbooks:

Graphic Communications Today –by Ryan and Conover

Printing in a Digital World by D. Bergsland

Against the Clock – Adobe Creative Suite CS6

Grading Scale, Assessment and Course Requirements:

A 90 –100

B 80 – 89

C 70 – 79

F 69 or below

Grade Calculation:

Final grades will be based on the percentages in the divisions listed below.

“Employability Skills” assessments in the form of daily points (1min – 5 max.) are given to each student based on class participation, classroom behavior and general conduct according to the BHS agenda.

Benchmark	30.0%
Performance Essay	10.0%
Professional Ethics	5.0%
Formative Assignments	20%
Summative Assignments	35%

Office Hours and Intervention Times:

Monday /Wednesday 2:45pm – 4:00pm
 Tuesday/Thursday 2:45pm - 3:30pm

Honor Code Policy:

All BHS students will strictly adhere to the BHS Honor Code. It is listed on the BHS website if there are any questions. Students will receive a 0 for any violation of the BHS Honor Code and will be referred to the administration.

Attendance Excused Absence Policy:

Students who are granted **Excused Absent** status for days missed will be subject to the following:

- **All pre-assigned work will be due on the day of a student's return from an absence.**
- **For assignments which did not have a pre-assigned due date during the time of the student's absence,** students will be given five days to arrange for make up work or follow other arrangements granted by the teacher. All incomplete work carried over into a new marking period should be completed no later than the tenth day of the following period.

<p>UPON RETURNING TO SCHOOL, IT IS THE STUDENT'S RESPONSIBILITY TO MAKE ARRANGEMENTS WITHIN 5 DAYS TO MAKE UP WORK.</p>

Students will need the following materials:

Writing instrument: pen or pencil.

Classroom Rules and Expectations:

1. All school rules listed in the Agenda book.
2. Downloading or playing music/sounds from a device on the computer.
3. Computers are used only when instructed to so by the teacher.

4. Playing games, movies or any activity (i.e. myspace, youtube, etc.) on the computer not approved by the teacher are prohibited.
5. Students are expected to keep their work areas clean.
6. Students are expected to perform work duties as instructed by the teacher.
7. Use of equipment and tools without the teacher's permission is not allowed.

ALL POLICIES OUTLINED IN THE BCSS STUDENT CODE OF CONDUCT AND THE BHS STUDENT HANDBOOK WILL BE FOLLOWED IN THIS CLASSROOM.

TEACHER CONSEQUENCES FOR MINOR CLASSROOM DISRUPTIONS	
1 st	Penalty assigned at teacher's discretion – Parent Contact
2 nd	30 minute faculty detention and parent contact
3 rd	1 hour faculty detention and parent contact
4 th	Administrative Referral

BUFORD HIGH SCHOOL
Graphics – Design and Production

I have read and understand the syllabus for Graphic Communications II

Student's name: _____

Student's signature: _____

Parent's name: _____

Parent's signature: _____

Rev 8/15