

# Buford High School

## HIGH SCHOOL COURSE SYLLABUS

**COURSE TITLE.....Graphic Communications III**      **TERM .....2014-15**  
**TEACHER .....Ayers/Wilson**                              **ROOM #.....304**

<b>Email Address</b>	jeff.ayers@bufordcityschools.org
<b>Teacher Web Page</b>	
<b>Teacher Support</b> (Help sessions etc.)	Help sessions are available before and after school on Mondays and Wednesdays in Room 304.

### COURSE DESCRIPTION

Students gain experience in successfully completing the output processes of various projects in an increasingly independent manner from direct teacher control. Students also learn to manage the output and completion process as a whole including customer relations management, printing, finishing, and binding. Students accumulate work samples that will constitute their personal portfolio. Upon successful completion of the course, students are prepared to move into employment or a post-secondary education environment where self-motivation and a high level of skill are expected.

### CURRICULUM CONTENT

The Georgia Performance Standards details for this course can be accessed online with the Curriculum Calendar at [bhsayers@weebly.com](mailto:bhsayers@weebly.com)

GEORGIA PERFORMANCE STANDARDS	UNITS/TOPICS
A. Standard #1 – Standard #20 B.	1. Portfolio 2. Career Research 3. Comprehensive Graphic Communications 4. Digital Applications

### INSTRUCTIONAL MATERIALS AND SUPPLIES

Published Materials	Instructional Supplies
Wilcox Textbooks: <i>Graphic Communications</i>	1) Pen and Pencil 2) Flash Drive

### EVALUATION AND GRADING

Assignments	Grade Weights	Grading Scale
Classwork & Work Ethics	Formative Assignments 15%	A: 90 and above
Projects	Performance Essay 10%	B: 80 – 89
Unit Tests	Summative Assignments 40%	C: 74 – 79
Weekly Quizzes	Benchmark Assessment 30%	D: 70 – 73
Final Exam	Professional Ethics 5%	F: 69 or below

### OTHER INFORMATION

Expectations for Academic Success	Additional Requirements/Resources
1) Read daily 2) Ask questions 3) Participate constructively as a team member 4) Proof read written assignments and edit meaningfully 5) Review multiple sources of information 6) Challenge yourself to continuously improve	<ul style="list-style-type: none"> <li>• Tutoring Available</li> <li>• Helpful Resources</li> <li>• Community Support Services</li> <li>• Lab Safety Procedures</li> </ul>

*The syllabus may be updated as needed throughout the semester.*