



*Grady High School*  
2019-2020 COURSE SYLLABUS  
**Advanced Graphic Output Processes**

Teacher: **Mike Yarnold**  
Room Number: **E116**  
Semester: **Fall 2019**  
Textbook: **Graphic Communication**  
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Tutorial Days: **Tuesdays**  
Tutorial Hours: **3:35 – 4:35**  
Tutorial Location: **E-116**

**Course Description:**

As the third course in the Graphics Communication Pathway, students will gain more advanced levels of experience to complete the output processes of various projects in an increasingly independent manner. Students also learn to manage the output and completion process as a whole including customer relations management, printing, finishing, and binding. Students will continue to 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 educational environment where self-motivation and a high level of skill are expected. This is the final course in the Graphic Communication Pathway.

Prerequisite: Graphic Design and Production

Course Content Standard - ([www.georgiastandards.org](http://www.georgiastandards.org)):

<b>Standard</b>	<b>Description</b>
AAVTC-AGOP-1	Demonstrate employability skills required by business and industry
AAVTC-AGOP-2	Demonstrate proper equipment operation and following procedures in a safe manner and achieving one-hundred percent on a written/demonstration safety test.
AAVTC-AGOP-3	Investigate entrepreneurship as it relates to economic development
AAVTC-AGOP-4	Develop a portfolio for a graphics-related career plan.
AAVTC-AGOP-5	Implement optimal job production processes
AAVTC-AGOP-6	Accurately analyze project costs.
AAVTC-AGOP-7	Practice customer service skills; as well as, follow ethical guidelines and copyright laws.
AAVTC-AGOP-8	Plan, create, and prepare files for production.
AAVTC-AGOP-9	Identify and describe the major components and operating controls of output devices.
AAVTC-AGOP-10	Identify the various types of inks and/or toners used in the graphics and printing industry
AAVTC-AGOP-11	Explain the various applications and characteristics of paper substrates.
AAVTC-AGOP-12	Demonstrate knowledge of inks, toners, and substrates for commercial output
AAVTC-AGOP-13	Demonstrate the ability to use an output process to create a quality product

AAVTC-AGOP-14	Identify, demonstrate, and practice safe & proper paper cutting techniques on various class projects.
AAVTC-AGOP-15	Plan and impose the binding and finishing workflow of a multiple page publication.
AAVTC-AGOP-16	Identify and describe binding & finishing processes
AAVTC-AGOP-17	Plan and impose the finishing and binding workflow of a multiple page publication
AAVTC-AGOP-18	Identify and describe binding processes as well as demonstrate the ability to bind a printed product.
AAVTC-AGOP-19	Identify and describe finishing processes as well as demonstrate the ability to add finishes to a printed product.
AAVTC-AGOP-20	Exercise effective project preparation following proper customer service and quality control principles
AAVTC-AGOP-21	Examine how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, and competitive events.

Course Outline:

Lesson 1	Your CTSO and You
Lesson 2	Industry Overview
Lesson 3	Digital File Preparation
Lesson 4	Digital File Output
Lesson 5	Bindery Operations
Lesson 6	Job Application and Interpersonal Skills
Lesson 7	Environmental Health and Safety
Lesson 8	Press Operation
Lesson 9	Color Theory
Lesson 10	Image Capture

**Evaluation and Grading:**

Course Components	Weights	Grading Scale	
<b>Professional Development</b> <i>(includes employability and soft skills such as communication, time management, organization, workplace focus and preparedness)</i>	20%	100-90	<b>A</b>
Classwork and Participation	20%	89-80	<b>B</b>
Homework and Quizzes	15%	79-70	<b>C</b>
Tests (or Performances)	20%	69-0	<b>F</b>
Projects	25%	Not Evaluated	<b>NE</b>
<b>TOTAL</b>	<b>100%</b>		

**Campus Portal for Parents and Guardians:** Visit - <https://ic.apsk12.org/portal> to view class schedules, attendance records and grades. To activate your account, visit the school to receive your login (activation key).

**Required Materials:**

- Flash drive
- One three subjects notebook
- Pens / Pencils

**School-wide Behavioral Expectations:** Be present; be respectful; be responsible; be on task; be peaceful, productive problem solvers.

**Classroom Positive Behavior Expectations:**

	The student will....
1.	<b>Be present</b> and on time for every class, every day.
2.	<b>Be respectful</b> of yourself, all peers, all adults, the school community, and the environment. Individually we are different, together we are Grady
3.	<b>Be responsible</b> for your putting forth your best effort in our work, for your materials, in your actions, and your interactions with the school community. Always report unsafe situations to an adult.
4.	<b>Be on task</b> , be a good listener, a good thinker, and never give up. Follow the teacher directions on all school policies.
5.	<b>Be a peaceful, productive, problem solver.</b> Be polite and well mannered. Think before you act and avoid confrontation. Fighting is never acceptable. Seek help from a trusted adult when you need help with a problem/situation with a peer or adult.
6.	Dispose of food and drink (water ok) before entering the classroom.
7.	Keep all phones and personal electronic devices turned off and out of sight.*
8.	Observe the dress code at all times.
9.	The teacher will review specific laboratory procedures with all students, and each will sign a statement of understanding. Trust will be an important factor. Failure to act responsibly can result in class failure and possible expulsion from the lab

**Primary Consequences** may include a verbal warning, change seat in classroom, afterschool detention, parent phone call/email, or parent-teacher conference.

**Secondary Consequences** may include referral to the Discipline Office for In School Suspension, Saturday Detention, or Out-of-School Suspension.

**\*Technology Policy:** Students may keep their phone turned on in class to use for instructional purposes IF and ONLY IF they abide by the following guidelines:

1. The phone is silenced and vibration mode is turned off.
2. The phone is in the student's bag when not being used for an approved purpose.
3. The phone is used for non-instructional purposes only by permission of the teacher.

If these guidelines are not followed, the device will be confiscated, turned into the Discipline Office, and held until claimed by a parent.

**LATE ASSIGNMENTS:** It is important that students are responsible and meet established due dates for assignments. A late assignment is defined as work submitted after the teacher collected the assignment. **All missing/not turned in assignments will be recorded in Infinite Campus with an "M-Missing" designation.**

**MISSING ASSIGNMENTS (late assignments or unexcused absences):** Students with late assignments or unexcused absences will be expected to submit missed work within two weeks of the end of the grading periods. The deadlines for missing assignments are as follows:

- Midterm is October 11<sup>th</sup>. Deadline September 30<sup>th</sup> (for assignments from August 12<sup>th</sup>-Sept. 27<sup>th</sup>)
- End of Semester is December 20<sup>th</sup>. Deadline is December 9<sup>th</sup> (for assignments from September 30<sup>th</sup>-December 6<sup>th</sup>)
- Midterm is March 13<sup>th</sup>. Deadline is March 2<sup>nd</sup> (for assignments from January 6<sup>th</sup>-through February 28<sup>th</sup>)
- End of Semester is May 22<sup>nd</sup>. Deadline is May 11<sup>th</sup> (for assignments from March 2<sup>nd</sup> through May 8<sup>th</sup>)

*As noted above, all missing/not turned in assignments will be recorded in Infinite Campus with an "M-Missing" designation.*

***Late assignments will be assessed a 20% penalty.***

**MAKE-UP ASSIGNMENTS (Excused Absences):** Students with an excused absence will be expected to submit missed work on or before the third class meeting after the absence. Pre-announced assignments are due upon return to school.

**REASSESSMENT OPPORTUNITY:** Reassessment opportunities are available for all students on assessments only. The reassessment will be a newly generated teacher assessment and the reassessment score will replace the original score. The reassessment can occur during the class period, tutorial, and/or a lunch-and-learn session (at the teacher's discretion).

### **School-wide Expectations:**

**MASTERY LEARNING:** With mastery learning, a unit of material is taught, and student understanding is evaluated before students are able to move on to the next unit. Students who have not shown mastery for a particular unit will receive feedback and support in reaching mastery. They may be given practice exercises, study guides, group work or complementary resources to help them improve and achieve mastery. Students who demonstrate mastery of the content for a particular unit are given enrichment exercises like special projects, tasks or academic games to further or broaden their knowledge of the material.

**PROGRESS REPORTS:** Parents and guardians are informed when students are making unsatisfactory progress in classes. Poor performance will be reported to parents and guardians as soon as problems are evident. Progress reports with plans for remediation will be provided for all students making unsatisfactory progress, and parent-guardians conferences must be scheduled. Unsatisfactory grades should never come as a surprise to parents, guardians, or students. Also, see Board Policy Administrative Regulation IHA-R(1) under “Students in danger of not meeting academic expectations” for further information. Teachers will:

- Contact parents/guardians early in the semester if academic, attendance, or behavioral difficulties are apparent.
- Notify the counselor, Student Support Team (SST)/Response to Intervention (RTI) Chair, and/or an assistant principal of serious problems that are affecting classroom performance.
- Set up parent conferences as necessary.

**ATHLETIC ELIGIBILITY:** Students wanting to participate in athletic programs governed by the GHSA and extracurricular activities must meet eligibility requirements to participate. The Athletic Director (and the Extracurricular Activities sponsors) will collaborate with teachers to monitor and to identify students in danger of failing courses. A master list of students participating in extracurricular activities and athletics under the auspices of the GHSA will be available to all staff.

**Our Vision:** A high-performing school where educators inspire, families engage and students love to learn.

**Our Mission:** Every student will graduate college and career ready with a dedication to community involvement and service.

**Our Motto:** Individually we are different; together we are Grady.

**Grady Graduate Profile (5 Cs):** Creative, collaborative, critical thinker, communicative, and a good citizen.



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**Receipt of Syllabus**

**Course Name:** Graphic Output Processes

**Teacher Name:** Mr. Yarnold

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*Student Signature*

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*Parent/Guardian Signature*

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*Date*

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*Date*