

**Chester County Technical College High School – Pickering Campus**  
**Commercial Art & Graphics Syllabus**

**Course Description\***

This course will help prepare you for employment or further education/training in a variety of careers including digital printing, prepress, photographer, commercial artist, duplication specialist, display advertising, multimedia artist, web graphics specialist and many others.

**Course Content**

The key areas of this course include the following:

- Orientation, Careers, Copyright
- Safety
- Hand-drawing and Illustration
- Color Theory and Application
- Digital Imaging & Printing
- Design, Layout & Production
- Typography
- Digital Photography & Lighting
- Professional Preparation

**Course Materials**

The main source for this class will be the class website: <http://graphcomm.weebly.com> Other sources, both in print and on the web, will also be used. All students will create and maintain a personal class journal. This journal is documentation of what you are working on in class every day. These will be assessed every week and will represent 20% of your assessment grade with the remaining 10% coming from quizzes, tests and project grades.

**Course Policies**

- Follow school policies and procedures
- Follow classroom policies and procedures
- Do what the teacher asks ☺
- Use machines and tools properly
- Complete class projects when due
- Ask for make-up work when absent
- Food/Drinks are not to be brought into our lab with the exception of bottled water.
- No open-toed sandals, flip flops or unsafe footwear in the lab.
- Students are required to wear accepted shop attire while in class.
- Have paper, pens, and pencils as needed
- Have a curious mind
- Have a great attitude most days, OK attitude every day

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**Cell Phone Policy:**

- Cell phones should be turned off and out of sight.
- Cell phone use is NOT permitted in class.
- Continued abuse will result in confiscation of cell phone to administrator.

**Grading Policy & Assessment**

It is critical to turn in your work. If you turn *something* in, I can help you. If you turn in *nothing*, I can't help you! Standards of Learning from courses across the curriculum are integrated into this class along with a set of competencies specifically for this class.

In addition to grades showing your work, *unexcused absences and lates take points off your quarterly grade*. It is very important that you are present and on time so learning can take place.

**Grading Scale**

Letter Grade	Numerical Average
A+	96 - 100
A	90 - 95
B+	85 - 89
B	80- 84
C+	77 - 79
C	73 - 76
D+	72
D	70-71
F	69 & below

MP1	20%
MP2	20%
Mid-term Exam	10%
MP3	20%
MP4	20%
Final Exam	10%

**Category Weights**

- Skills** – 40% - Competencies, tasks, projects, etc. Students are evaluated at least once a week.
- Assessments** – 30% - Tests, quizzes, essays, writing assignments, etc. Students are assessed a minimum of three times a marking period.
- Citizenship** – 30% - Collaboration, work ethic, safety, behavior, attendance, etc. Students receive a score out of 10 daily based on the following criteria:

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**Your Daily Grade**

A 10 point daily grade will be posted to PowerSchool. This will show as being a citizenship component of your grade. Being in uniform every day will get you 4 points (40%) the remainder of your grade will be assessed as follows below:

4 points proper uniform

6 – Fully engaged. Following program expectations. Demonstrating safe work practices. Collaborating.

5 – Fully engaged. Following program expectations. Demonstrating safe work practices.

4 – Following program expectations. Demonstrating safe work practices.

3 – Mostly engaged. Following expectations with reminders. Minor safety violation

2 – Redirection required to stay engaged. Following expectations with reminders. Minor safety violation

1 – Frequent redirection required to stay engaged. Following expectations with reminders. Minor safety violation

0 – Major behavior/safety infraction or unexcused absence.

**Expected Course Outcomes**

- Students will create a professional portfolio that will be used for gaining employment or placement into an approved post-secondary school.
- Students will be able to apply the design process to a given problem and use a variety of tools professionally to create design solutions.

**Instructor Note:**

This will be my 16th year teaching at this location. Prior to teaching I spent ten years in the printing and packaging industry and before that, twenty years in quick printing. I try to use new learning technologies whenever I can because I think it helps prepare my students for the future. I really like learning and working here and I hope that it shows.

I want you to have a good educational experience here. I want you to learn more about the technological things you're interested in and learn about a lot of new things you didn't know. It is important for us to cooperate in this class. Every day, I'll be READY TO TEACH. In return, I need you to be READY TO LEARN every day. This means getting enough sleep and coming in with a good attitude.

Please do not fail this class for reasons like missing too many days or not turning in assignments. I'm all about second chances; if you're having trouble, come talk to me *before* you get too far behind.

Al Tucker  
Email: [alt@cciu.org](mailto:alt@cciu.org)  
Tel: 610-933-8877

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**Student Signature**

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**Date**

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**Parent's Signature**

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**Date**

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**Parent's Email Address**