

# Graphics and Electronic Media

## *Recommended High School Courses/Levels*

- Reading level 10.6
- Math Courses
  - Algebra I – First year
  - Geometry – Second year
  - Algebra II –Third year
- Science Courses
  - Biology - Second/ Third year
  - Physic – Second/Third year

*\*relates to student's years in program at ICTC and expectations during that year*

*\*detailed list of math skills noted in academic skills*

## *Recommendations for Success*

- Keyboarding skills/basics
- Knowledge of basic computer applications
- Manual dexterity
- Ability to work independently
- Strong interpersonal skills
- Ability to follow multiple step directions
- Creative touch
- Adaptability/Flexibility
- Analytical Thinking
- Good attendance/homework completion



*\*This document is strictly intended to provide an overview of the program and to be used as an informative tool.*

*Essentials skills is a tool to assist districts, parents, and students in the decision making process for program decisions, transition planning, and possible placement here at ICTC.*

*\*This document is not intended to and should not be used as a screening tool for student placement.*

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Indiana County Career and Technology Center	Program Area Graphics and Electronic Media
<b>Objective of field</b>	Graphics and Electronic Media should be viewed as an introduction to a complex and constantly changing career field. The software packages and computer technology devices available today are able to assist in the production of a variety of media formats which had been previously outsourced to printers or design agencies.
<b>Classroom Tests</b>	*CEP students – 18 for one semester First Year –36 for the year Second Year –36 for the year Third Year –36 for the year *Career Exploration Program offered in 9 <sup>th</sup> grade
<b>Certification Tests</b>	PA Skills PrintEd (2) Tests
<b>Books</b>	4 textbooks and online curriculum worksheets - <a href="#"><u>Photoshop CS2 Revealed</u></a> - <a href="#"><u>In-Design CS2 Revealed</u></a> - <a href="#"><u>Illustrator CS2 Revealed</u></a> - <a href="#"><u>Graphics Design Solutions</u></a>
<b>Lecture Time</b>	First Year and CEP students – 2-3 hours per week Second year – 2-3 hours per week Third year – 2-3 hours per week
<b>Co-op/Clinical</b>	- ICTC requirements - 95% attendance - B average - Instructor's recommendation - Transportation
<b>Homework</b>	- Preparing for tests - Study guides - Online Curriculum/Worksheets if a student needs the extra time
<b>Task Lists</b>	CEP students – 28 per semester First Year– 84 for the year Second Year – 77 for the year Third Year – 73 for the year
<b>Planned Courses</b>	- Fundamentals of Graphic Design & Color Theory – First year - Typography – First year - Page Layout – First year - Safety and First Aid – First year - Introduction to Graphic Communications – First year - Page Layout Software – First and second year - Image Editing Software – First and second year - Digital File Preparation – First and second year - Measurement – Second year - Image Capture 1 – Second year - Image Capture 2 – Second year - Basic Math – Second year - Digital File Preparation – Second year - Digital File Output – Third year - Press Operations – Third year - Binding and Finishing – Third year - Job Application and Interpersonal Skills – Third year - Illustration – Third year - Illustration Software – Third year
<b>Prerequisites</b>	- Manual dexterity for typing - Familiar with basic computer operations - Basic math/reading - Creativity - Attention to detail - Dependability - Cooperation - Innovation - Adaptability/flexibility - Stress tolerance - Analytical thinking - Achievement/effort - Independence - Initiative

<b>Academic Skills</b>	<u>Reading Level 10.6</u> <b>*Math Skills</b> - Fractions (add, subtract, multiply, divide) - Decimals - Order of operations - Measurement - Proportions - Decimal/fractions/percent conversions - Solve equations/manipulating formulas - Proportion/imaging sizing - Linear measure in Standard and Metric units - Area and volume - Percentage
<b>Soft Skills</b>	Customer service skills
<b>Computer Skills</b>	Moderate level of computer skills and basic navigation
<b>Physical Requirements</b>	- Sitting for long periods of time - Being exact/accuracy - Controlled
<b>Vocational Testing Essential Aptitudes for lab recommended levels</b>	- Structural mechanical visualization/reasoning - Manual dexterity - Discrimination by size/shape - Gross/fine motor skills - Discrimination by color
<b>Job Duties/Training</b>	The program focus on: - Electronic mail - Face-to-face discussions - Contact with others - Work with other groups/teams - Time pressures - Structures and unstructured work - Freedom to make decisions
<b>Uniform Requirements</b>	- Clean - Casual attire - Client meetings require business attire
<b>Articulation/Agreements (refer to course catalog for more)</b>	Douglas Education Center PA Highlands Community College Westmoreland Community College Full year/3 credits per class Dual enrollment program
<b>Employment/Job Outlook</b>	Employment in this field is expected to grow faster than average for all occupations through 2014. Median salary is around 32,000. <a href="http://www.bls.gov/oco/ocos276.htm">http://www.bls.gov/oco/ocos276.htm</a>  <b>Career Opportunities</b> - Printing Press Operator/Bindery Personnel - Graphic Designer* - Electronic Illustrator - Advertising Sales Agent* - Desktop Publisher* - Art Director*  <b>* Post-Secondary education required</b>
<b>How to find out more?</b>	<a href="http://www.ictc.ws/Secondary/at/p_home.htm">http://www.ictc.ws/Secondary/at/p_home.htm</a> US Department of Labor <a href="http://www.bls.gov">www.bls.gov</a>