

# OHHS CTE Department Course Syllabus



**Course Name: Basics of Visual Communications**  
**Course Code: CTO130**

## **Course Description**

In this course, students are introduced to the basics of visual communications. Students rotate throughout three content areas (Photography, Filmmaking and Graphic Design) to learn about composition, camera safety and handling, shutter speed, aperture, ISO, light quality and quantity, typography, storyboarding, audio production and online content publishing. Students are introduced to various applications of the Adobe Creative Cloud including Photoshop, Illustrator, InDesign and Premiere Pro.

## **Prerequisites**

None. Strongly recommended: Computer literacy and file management skills

## **Course Resources**

- Lynda.com
- Industry publications
- Websites applicable to the field
- Find more information on the program's website [www.fraujansen.com](http://www.fraujansen.com)

## **Course Fees**

None

## **Required Material**

- OHHS Google Account
- Sno-Isle Library Card
- Binder to organize your work

## **Course Outline/Instructional Units (tentative)**

See [www.fraujansen.com](http://www.fraujansen.com) → Courses → Basics of Visual Communications for detailed information.

- Unit 1 – Course Introduction
  - Classroom Introduction
  - Creative Process
  - Copyright & Ethics
- Unit 2 – Photography
  - Camera Handling & Safety
  - Composition
  - Aperture
  - Shutter Speed
  - ISO
  - Shooting Manual
- Unit 3 – Graphic Design
  - Typography
  - Photoshop
  - Illustrator
  - InDesign
- Unit 4 – Filmmaking
  - Commercial
  - How-to Video
- Unit 5 – Wrap Up

### **Major Assessments**

Each unit includes activities that will be evaluated based on industry standards. At the end of the course, skills and knowledge will be assessed with a final assessment.

### **Extra Help**

Help is always offered in class. Additionally, the classroom is usually open for 30 minutes before & after school for students to come in and work or ask for help. Times are posted in the classroom. Students are encouraged to take advantage of the opportunities.

### **Re-Do Policy**

OHHS is an effort based school where we believe all students can learn. We also know that students learn at different rates. Thus, we are implementing a re-do policy that recognizes the needs of individual learners.

- 100% Re-do: Students can correct/re-do all assessments (with exception of the Final exam), assignments and projects to improve grade within one week of deadline.
- Late-Work: Projects and assignments are accepted if turned in late. All work that is turned in late will lose 10% of the grade. Late assignments have a **final** deadline (usually the due date of the following unit).

### **Weighted Categories**

Performance is assessed in two categories:

- Daily Work – 90%

- includes participation in class, homework and quizzes,
- as well as completion and quality (within competency matrix guidelines) of projects and tests.
- Professionalism – 10%
  - Students earn 10 pts per day by being in class, being on time, being prepared, being on task, doing their best, being respectful, acting appropriately and being safe.
  - Points that were not earned due to being absent, being off task, not being prepared, etc. can be made up by coming into the class after hours to work or working at home (a work-make-up-slip can be found in the classroom and needs to be signed by a supervising adult).

### Grading Scale

<b>Regular Scale</b>	
<b>Letter Grade</b>	<b>Percentage</b>
<b>A</b>	<b>93% and Above</b>
<b>A -</b>	<b>90%-92.99%</b>
<b>B+</b>	<b>87%-89.99%</b>
<b>B</b>	<b>83%-86.99%</b>
<b>B-</b>	<b>80-82.99%</b>
<b>C+</b>	<b>77%-79.99%</b>
<b>C</b>	<b>73-76.99%</b>
<b>C-</b>	<b>70-72.99%</b>
<b>D+</b>	<b>67%-69.99%</b>
<b>D</b>	<b>60%-66.99%</b>
<b>F</b>	<b>59.99% and Below</b>

### OHHS Plagiarism Policy

Any student, who knowingly turns in any work that has been done by someone other than himself or herself, and fraudulently represents it as his/her own, shall be considered to have cheated. Cheating also includes: aiding someone else in cheating, the use or preparation of written, pictorial, electronic or other materials not authorized by the instructor during a test or assignment, the use of testing materials obtained previous to the

test date, or plagiarism of any kind. Students found cheating will also be subject to an office referral, which could result in a suspension. As an effort based school, students who have plagiarized/cheated must still demonstrate their learning. Thus, students will be given the opportunity to complete the work. This will fall under the “Late Work Policy” of the teacher where total possible points may be reduced.

**Contact Information**

Jana Junge Jansen  
(360) 279-5811  
jdjansen@ohsd.net  
[www.fraujansen.com](http://www.fraujansen.com)  
Classroom C119  
Mon. 7:30 am–1:30 pm  
Tue.–Fri. 7:30 am–3:00 pm

Matthew Williams  
(360) 279-5808  
mwilliams@ohsd.net  
Classroom C117  
Mon. 7:30 am–1:30 pm  
Tue.–Fri. 7:30 am–3:00 pm