

# COMPUTER GRAPHICS

**Course Length:** One Semester—½ credit  
**Instructor** Mrs. Lewis

**Room Number:** 108  
**Email Address:** [britney.lewis@k12.sd.us](mailto:britney.lewis@k12.sd.us)



## COURSE DESCRIPTION:

So you think you know what you are doing on the computer? Bring your skills to the place you bring presentations, animations, graphics, and sound together. You will learn how to use/apply presentation and animation software, sound editors/creators, and manipulate graphics.

- PowerPoint, Photoshop, Illustrator, Fireworks, Flash, & much more!

## MATERIALS: (NOT required)

- Headphones are required when listening or manipulating music/sound
- At least a 4GB Flash Drive--useful for transferring files/projects between home and school!
- It would also be nice if your student could/would bring 1 or all of the items listed below to help aid in the cold and flu season.
  - Clorox wipes, Kleenex/Puff tissues, and/or Hand Sanitizer

## EVALUATION:

Students will be graded on total points earned within the following categories:

- Assignments, Test, Projects, Quality/Daily Work 90%
- Final Exam 10%

Grading Scale:

- A 93-100%
- B 85-92
- C 77-84%
- D 70-76%



## NEED FOR ASSISTANCE

Students may come in before school starting at 7:30am and during their free/open periods.

- If you would like to come in & work during lunch hours (4th & 5th periods) you will need to make arrangements with me prior as my door may be locked.

No friends for company will be permitted in the lab at that time.

## ASSIGNMENTS:

**No late work will be accepted...if it's late it's a zero.**

Assignments are due on the assigned day which is listed on the class website

<http://bc065.k12.sd.us/>

All assignments are submitted through an electronic folder on the SHS server called a DropBox. If assignments are not in the DropBox folder when due, it is a zero (0).

## TESTS:

All tests are administered through a computer program called ExamView.

If absent, tests need to be taken outside of class time on the day of student return.

No cheating—Automatic zero (0)!!!

## TARDIES: (Outlined in the Student Handbook)

- Students must be in their seats when the bell rings and their phones within the cell phone garage or they will be recorded as tardy.

## MAKEUP WORK:

I follow the District's absence/make-up work policy—no exceptions. Students are required to complete missed work **on their own time!**

**Students who will be excused in advance should have their work made up in advance.**

*Any assignments that are withstanding may show a '\*' or '0' in the grade book until the assignment is turned in*

***Excused (Parent Excused, Excused, Medical, Field Trips) and Verified Absences***

- All missed work may be made up at full credit.
- It is the student's responsibility for getting assignments from the instructor/classmates/website (<http://bc065.k12.sd.us>)
- Work must be made up in a timely fashion, generally within the same number of days as the absence (e.g. absent 2 days, work made up in 2 days). The district allows you one extra day. In other words, ultimately you would have three days to make up the work in the previous example.

***Suspension (ISS, OSS)***

- Missed work may be made up for partial credit (50%).
- It is the student's responsibility for getting assignments from the instructor/classmates/website (<http://bc065.k12.sd.us>)
- Work must be made up in a timely fashion, generally within the same number of days as the absence (e.g. absent 2 days, work made up in 2 days). Instructors may expect students to make up work during suspension and submit upon returning to school.

***Truancy***

- Work may not be made up. This will result in zero credit for missed work.
- Students will be subject to loss of participation points.
- Students may be permitted to take exams for partial credit.

***Unexcused Absences (includes being more than 15 minutes late for class) and Teacher Cuts***

- All missed work will receive a zero for the day.

*Due to the nature of this course, excessive absences or tardies may result in a determination that a student is unable to complete the class and dropped with a penalty.*

## CLASSROOM PROCEDURES & GUIDELINES:

- Harassment— zero tolerance! (Outlined in the Student Handbook)
- Electronic Devices/Cell Phones
  - Will be stored in the cell phone "garage" on the wall next to my desk. This is how I will take attendance. If you do not have a cell phone, please see me.
  - **Cell phone usage is not permitted during class time.**
- Listening to music is permitted during individual work time. (If you abuse it...you lose it!)
  - iPods, Cell phones and/or other smart devices are not allowed
- **NO** food or drink (except water - must be kept on floor)
- Internet Usage--School District policy regarding Internet usage will be followed. No Downloading!!!
- Computer Usage--Policy from the Student Handbook is strictly enforced.
- Power Switches/Damage--Any unauthorized handling of equipment, power switches, or supplies will result in a reduction of course points or may result in dismissal from the class.
  - You will be responsible for replacing or paying for any damaged equipment/materials.
- Talking kept to a minimum.
- Textbooks do not leave the classroom and will be handled in such a manner as to not cause damage.
  - You will be responsible for replacing or paying for any damaged textbooks.
- Work at your own station—do not disrupt others
- NO rolling around on the chairs
- Do NOT sit or lean on any of the counters/desks.
- Due to safety reasons, book bags are to be kept on the far counter and the aisles kept clear.
- Leave your workstation area clean - free of trash; chairs pushed in; textbooks in their proper location.
- **Do not to line up at the door**
- Last class of the day needs to shut down the computers.
- Students will abide by all of the SHS rules outlined in the handbook.

These rules will help you succeed in your studies.

----- Sign and Return to Instructor -----

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**I have read, understood and agree to abide by the guidelines, requirements, and rules of this class:**

\_\_\_\_\_  
(Student's Name (Printed)) & (Signature) (Date) (Period #)

\_\_\_\_\_  
(Parent/Guardian's Name (Printed)) & (Signature) (Date)

Please make sure that your email address and contact information in Family Access is correct as I will use that information in order to keep you up-to-date on your student's progress throughout the semester.

Please list any concerns or comments you may have at this time:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact me directly through email, which I check on a regular basis [Britney.Lewis@k12.sd.us](mailto:Britney.Lewis@k12.sd.us). I share my room phone with another teacher and therefore do not check it regularly and voicemail notification is a bit tricky!



Our class website is <https://bc065.k12.sd.us/> --assignments and due dates are listed here