

HVHS Business Education

Computer Graphics

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Course Description

Welcome to Computer Graphics! The advent of affordable personal computers and software has opened up a host of areas that used to belong to the experts, such as creating and editing visual images. Office workers at all levels are currently being asked to create web pages, brochures, business cards, signs, newsletters, etc., which involve the use, manipulation, and editing of graphics. Students in this class will work with graphics from a variety of sources, including the Internet, scanned images, digital camera, and images purchased from vendors. Images will be edited for use with web pages and documents as described above. Programs such as Adobe PhotoShop, Paint, Adobe Illustrator, Adobe In Design, Dreamweaver, Adobe Acrobat Microsoft Excel, Word, Publisher and PowerPoint will be used. Students will learn to work independently and as a member of a team on graphics projects, develop professional and ethical work habits, become informed about business careers, and reach technology benchmarks.

Supplies

Students must come prepared for class everyday with: **pen and/or pencil** and **paper**. It is suggested that students keep all assignments, tests and handouts in a notebook.

Grading

All course work and participation (including attendance and punctuality) will be assigned points. At the end of each grading period, accumulated points will be given a grade based on the following percentages: **A** = 90-100%, **B** = 80-89%, **C** = 70-79%, **D** = 60-69%.

The final exam will count for 10% of the trimester grade. Each student is required to take the final exam. If a student misses the final exam, they will receive an "I" on their report card.

Attendance and Participation

Student participation is an integral part of the learning process and is dependent on classroom attendance as there is great benefit from interaction with teachers and peers. It is difficult, if not impossible, to duplicate the experiences missed because of an absence. Presence in class provides students the opportunity to ask questions about material not understood, to receive assignments straight from the teacher, to make presentations before classroom audiences and to participate in group learning activities.

A student can earn up to three points each day by: 1) being in class or involved in a school related activity, 2) being on time to class and seated at their assigned workstation and 3) having the proper supplies and participating in classroom activities.

Flex Plan for TAG Students

Students are assessed in a number of ways in this course including tests, quizzes, daily assignments and projects. Based on these assessments, necessary modifications to better meet the TAG students' educational needs may include a combination of the following: independent study of course text, advanced projects and advanced student store responsibilities.

****No student may use the internet without teacher permission. Students using the internet without permission will receive an "F" grade and be removed from class. NO EXCEPTIONS!**