

# SYLLABUS

## Computers

INSTRUCTOR: MR. HUGHES

### LOCATION

Classroom: #17  
Casa Ramona Academy  
1524 West 7th Street  
San Bernardino, CA 92411

### CONTACT INFORMATION

Phone: (909) 543-0100  
Email: [jhughes@casaramonaacademy.org](mailto:jhughes@casaramonaacademy.org)  
Class Blog: [www.digitalsuperheroes.com](http://www.digitalsuperheroes.com)  
(coming soon)

### PREREQUISITE:

None. Computer familiarity is helpful.

### COURSE DESCRIPTION:

The course is designed to provide students with an introduction and step-by-step, sequential practice applying the most commonly used computer software applications.

### ATTENDANCE:

Students may be dropped if excessive absences occur. If the student finds it necessary to drop the course, it is his or her responsibility to submit a drop request in the Guidance Office.

### ACADEMIC HONESTY POLICY:

Any cheating on tests, plagiarism or other dishonest practices will result in a grade of F.

### DISRUPTIVE BEHAVIOR:

All students are entitled to a respectful learning environment. If a student behaves in a manner that negatively impacts other class members or the learning environment, he or she is guilty of disruptive behavior. Such behavior will not be tolerated and will be dealt with in a manner consistent with school policy, which may include being dropped from the course.

### ITEMS NOT ALLOWED:

Cell phones and other electronic devices are not allowed on campus and will be confiscated. Also, NO FOOD OR DRINKS are allowed in the classroom. Casa Ramona Academy is a smoke-free campus.

### GRADING:

Quizzes.....	various points
Classroom assignments.....	various points
Classroom participation.....	various points
Individual Final Exam .....	100 points
Group Final Exam .....	50 points

### SCALE:

90 - 100% .....	A
80 - 89% .....	B
70 - 79% .....	C
60 - 69% .....	D
0 - 50% .....	F

## ITEMS TO BRING TO CLASS -

### EVERY DAY:

1. 8.5" x 11" or 9" x 12" drawing pad.
2. A notebook for taking notes and written assignments.
3. Flash drive for storing work completed.

### EXTRA CREDIT:

Extra credit assignments may be assigned during the course of the semester. TAKE ADVANTAGE OF EXTRA CREDIT ASSIGNMENTS. These points will be added to your total points for the class.

### COMPUTER TIME AND SUPPLIES:

As much time as possible will be dedicated to in-class assignments. Work not completed in class may be finished at home or on a different computer. Arrangements may be made with the Instructor for time before or after classroom hours. You will be required to provide a printed copy and a saved file on the disk. Students are responsible for providing their own CD, DVD, or other storage device.

### MAKE-UP POLICY:

- Assignments are due by the end of class on assigned date. Partial credit may be given for late work at instructors option. Being absent is not considered an excuse, so if you think you may be absent turn it in ahead of time.
- Quizzes/Mid-Terms - Students will not be able to make-up missed quizzes or mid-terms. If you have an emergency make sure you discuss it with me.

**FINAL EXAMINATION IS MANDATORY ATTENDANCE IS REQUIRED AT THE FINAL CLASS MEETING.**

**Computer use is a privilege. Any misuse of the computer, network or inappropriate communication will result in the loss of that privilege. Any work not completed due to the loss of that privilege will result in a zero.**

### Syllabus Acceptance:

By signing below we acknowledge that we have read and understand all of the syllabus for Mr. Hughes' Computer class.

Parent \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

### Permission to Photograph

During this course it will be necessary to photograph the students. These photographs will only be used for classroom assignments by the students. If for any reason you do not wish your student to be photographed please write the following statement in the space provided, "I do not wish for (your students name) to be photographed."

If it is alright to photograph your student please put a check in the box below and sign and date it

You have my permission to photograph \_\_\_\_\_ for the projects he/she will be completing in Graphic Design I.

Name \_\_\_\_\_ Date \_\_\_\_\_