

**Century Middle School
Course Syllabus
2009-10**

Course Title: Computer Applications 7	Instructor Name: Jason Marshall
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	http://century.adams12.org/Century_Computers/index.htm
	720-972-5263
Course Description: This course focuses on learning the standard computer applications of MS Word, MS PowerPoint, MS Publisher, MS Excel and Macromedia Dreamweaver. Students will learn Adobe Photoshop as well. The class will utilize their knowledge of these skills to create documents, web graphics, and a web site for their very own virtual business. Infused into the daily curriculum will be the basics of keyboarding while learning to increase typing speed.	

Essential Learning Standards/Content Covered First Trimester:	Approximate Dates/Timeline or Percent of Time Spent
The student demonstrates proficiency with basic operations and concepts.	Microsoft Word Basic Skills Packet– Students must complete approximately ten skill/drill assignments that include basic formatting skills such as text alignment, font formatting, opening/saving documents, inserting images, and so on.
Essential Learning Standards/Content Covered First Trimester:	
The student implements effective research strategies utilizing information and technology resources to solve problems and make decisions.	Cultural Diversity Newsletter – Students create a newsletter about a culture of their choosing. They must research using the Internet, books etc.
Essential Learning Standards/Content Covered First Trimester:	
The student applies productivity tools to his/her learning for effective communication.	Microsoft PowerPoint – Students create a PowerPoint presentation of their choosing. Choices are the Dream Job, Unsolved Mystery and Admirable Person. Once they finish the presentation, students present the show to the class using public speaking skills taught in class.

Please send an electronic copy to Mr. Pohlit, Hard copy to Mrs. Miller, and post one to your teacher web page.

The student develops respect for social, ethical and human issues.	Internet Skills – Students are taught appropriate use of the Internet. Internet safety, web site authenticity and maximization of their search skills are included in this section.

Grading Scale	
A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below

Individual Grade Policy: Grades are based on the individual students' effort and assignments turned in. Grades are calculated by taking the points the student earns and dividing those points by the total points possible thus calculating a percentage applied to the scale at left.

Student Expectations

Absence Policy: Students are expected to attend class daily. When students are absent, they must come in before or after school to make up the missed work so they are able to continue progressing with the class.

Tardy Policy: Students are expected to be in their chairs when the final bell rings. Students who are not seated, ready to work, will be counted tardy. Each student is given one opportunity to be tardy. Two tardies will warrant lunch detention. Three tardies earns an after school detention. Four or more tardies will warrant a referral.

Late Work Policy: Late work is accepted if the student has an excused absence. The student will be given the amount of days absent to complete the missing work. Ten percent will be deducted for each day past the allowed amount of time to turn in the work.

Plagiarism/Cheating Policy: Students can work with their study buddy on all assignments/projects. This does not mean that they are allowed to copy each other's work. If they do copy work or plagiarize, they will receive a zero on the assignment. If a student copies from another student or plagiarizes a second time, they will receive an F for the grading period and will be removed from the lab for the remainder of the grading period.

General Guidelines: Students must arrive to class on time each day. Students may not chew gum, eat or drink in the lab. If a student violates this rule, the student will receive a warning. If it occurs a second time, the student may receive a referral. Students may not bring cell phones, iPods or any other electronic device to the class since they can interrupt the wireless network in place. Students who bring such devices to class will have them confiscated and the device will only be returned to the parent/guardian, not to the student.

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Acknowledgment of Receipt Form

Parents/Guardians,

Please share your preferred contact information before signing and returning this form to the classroom teacher.

Student Name (Please print)

Student E-mail Address

My preference for contact is:

By Email

By Phone

Parent/Guardian E-mail Address(s)

or

Phone Number(s)

Parent/Guardian E-mail Address(s)

or

Phone Number(s)

Parent/Guardian Signature

Date

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