

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

<b>Course Title: Keyboarding 6</b>	<b>Instructor Name: Jason Marshall</b>
	<b><a href="mailto:jason.c.marshall@adams12.org">jason.c.marshall@adams12.org</a></b>
	<a href="http://century.adams12.org/Century_Computers/index.htm">http://century.adams12.org/ Century_Computers/index.htm</a>
	<b>720-972-5263</b>
	Mr. Marshall is available before and after school in room e100

**Course Description:** This semester course will introduce students to proper typing skills, the basic vocabulary of computers and computer networks, as well as Internet safety.

<b>Essential Learning Standards/Content Covered First Trimester:</b>	<b>Approximate Dates/Timeline or Percent of Time Spent</b>
The student demonstrates proficiency with basic operations and concepts.	Students will learn the home row method of keyboarding by using Mavis Beacon Teaches Typing.
<b>Essential Learning Standards/Content Covered First Trimester:</b>	
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.
<b>Essential Learning Standards/Content Covered First Trimester:</b>	
The student applies productivity tools to his/her learning for effective communication.	Microsoft PowerPoint – Students create a PowerPoint presentation of their choosing using some basic presentation skills.

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

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

**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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2009-2010**

**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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